

## **Sickness Absence Notification Policy**

24-7 Staffing is committed to ensuring that its temporary workers attend work whenever they are fit for work. However, we recognise that people become ill and may need to be absent from work. We will manage sickness absence in line with the following policy, although additional steps may be required in individual cases. As a recruitment business, it is important that sufficient communication is maintained to allow us to manage client expectations, in addition to supporting temporary workers.

1. This policy applies to all 24-7 Staffing temporary workers engaged on a PAYE basis.
2. You may be entitled to Statutory Sick Pay (SSP) provided you meet the qualifying statutory criteria. Your right to SSP is in line with the statutory provisions in force from time to time and nothing in this policy creates a right to any contractual sick pay.

### **Your Responsibilities**

3. You must take responsibility for your own attendance at work and, if you are ill you must:
  - i. comply in a timely manner with our notification and certification procedures and maintain reasonable communication with us while you are absent from work;
  - ii. provide sufficient information to 24-7 Staffing, as and when required, to keep us informed of your condition and prognosis; and
  - iii. co-operate with 24-7 Staffing to implement any advice from medical and/or occupational health practitioners in order to facilitate a timely return to work.

### **Notification and Evidence of incapacity**

4. You, or someone on your behalf, must notify 24-7 Staffing of any absence at the earliest opportunity and no later than the first day of sickness. Where this is not possible, you must notify 24-7 Staffing as soon as reasonably practicable.
- 5a. You may lose the right to SSP for days that your notification is late, except for exceptional circumstances.
- 5b. Wherever possible, temporary workers on an assignment with a client should also notify the client of their absence in line with general absence procedures.
6. If you are absent for seven days or less, you may provide evidence of incapacity by way of self-certification, which should be sent to your consultant. Self-certification should ideally be provided by way of [Form SC1](#), however other forms of self-certification may be accepted depending on the circumstances.
7. Where you are absent for more than seven days, you must provide a Statement of Fitness for Work (also known as a 'Fit Note') from your GP or other healthcare professional and

forward this to your consultant as soon as reasonably practicable. SSP may be withheld until a valid Fit Note has been provided. If your absence continues after the expiry of the first Fit Note, further Fit Notes must be obtained as necessary to cover the whole period of absence and forwarded to your consultant.

### **Statutory Sick Pay**

8. Subject to certain exceptions, you will be entitled to receive SSP for a maximum of 28 weeks in any period of entitlement (the maximum such period being three years) in accordance with and subject to the prevailing regulations.
9. SSP will only be paid to you for qualifying days which you are unable to work for due to incapacity. The rate of SSP will be at the prevailing statutory rate. You will only receive SSP for each full day that you are sick.
10. Your qualifying days will be agreed in your Assignment Details Form. Where there is genuinely no set pattern of work or the qualifying days have not been agreed, your qualifying day for the purposes of SSP will be Wednesday.

### **Reasonable adjustments for disabled workers**

11. 24-7 Staffing will comply with our obligations to make reasonable adjustments for disabled workers under the Equality Act (EqA) 2010. Under the EqA, an individual is disabled if they have a physical or mental condition which is long-term and which has a substantial effect on their ability to carry out normal day to day activities. A worker who is, or has been, absent due to illness may be disabled if they have a long-term condition that meets this definition, however this does not mean that all employees with health problems are disabled.
12. 24-7 Staffing will, wherever possible, consider all reasonable adjustments which could be made in respect of a disabled worker's assignment in order to facilitate your return to work.
13. 24-7 Staffing will usually seek the worker's views in considering adjustments and may also seek to conduct an occupational health assessment from a medical professional for guidance on what adjustments may be reasonable. This will be assessed on a case-by-case basis.