

Telford Mind Staff Sickness and Absence Procedure

Telford Mind - Sickness Absence Policy

Introduction

This policy is written with the intention of formalising our approach to sickness absence and specifying **our procedures for dealing with the issue. It attempts to recognise not only that relevant aspects of employment law are an essential part of our approach to sickness absence, but also the nature of the employment within** a relatively small voluntary organisation.

Telford Mind will seek to support any member of staff through periods of sickness absence which prevent him or her from being at work, with the objective of ensuring that he or she is able to resume duties when recovery is completed. Telford Mind will also recognise and apply the rights of both Employer and Employee in situations when the frequency or length of sickness absence makes it untenable for a member of Staff to continue to honour his or her Contract of Employment.

With a focus on the welfare of both the organisation and its staff, the use of common sense and open communication are the foundations of making this policy workable.

Reporting Sickness Absence

Staff are asked to inform an on duty colleague of the absence at the earliest opportunity – but no later than 0930 on the day in question. An indication of the reason and an estimate of the length of absence should be given and colleagues on duty should be updated on the situation as necessary. In instances of longer term sickness, a medical certificate should be submitted after the seventh day of absence and at relevant intervals after that.

Staff on duty are responsible for organising cover arrangements for the estimated period of absence and for ensuring that the Honorary Treasurer has a record to enable payment of any additional cost that is incurred. (Appendix A)

Return To Work

On return to work Staff should complete the relevant self certification form. (Appendix B). A return to work interview with the Line Manager must take place following periods of absence that are covered by a medical certificate. A record of that interview will be retained (Appendix C)

Sick Pay

Statutory Sick Pay (SSP) provisions will apply (<http://www.dwp.gov.uk>) – though Telford Mind will pay for periods of sickness absence in conjunction with the provisions of SSP based on the following principles during a twelve month period...

One month's full pay for each full year of paid service up to a maximum of six months.

One month's half pay for each full year of paid service up to a maximum of six months.

The Trustees may choose to exercise discretion in exceptional circumstances – this would require a formal meeting of Trustees to take place with the case in question being the sole agenda item.

General

Telford Mind respects and will apply the right of appeal and representation within its organisational procedures.

Approved

Chair of Trustees

Date of Issue

Appendix A – Sickness Absence Report

Name of Staff Member _____

Date & Time of Report _____

Received By _____

Reason for Absence _____

Likely Period of Absence _____

Details of Cover Arranged

please indicate dates and hours involved

Appendix B – Self Certification of Sickness Absence

Surname _____

First Name(s) _____

National Insurance Number _____

Date of Birth _____

Brief Reasons for Absence

Date Sickness Began _____

Date Sickness Ended _____

Date You Last Worked Before Sickness _____

Time You Finished Work On That Date _____

Was your sickness absence caused by an accident at work ? Yes / No

Was your sickness absence caused by an industrial disease ? Yes / No

Signed _____

Date _____

Appendix C – Record of Return to Work Interview

Name of Staff Member _____

Name of Line Manager _____

Date of Interview _____

Details

Decisions Agreed

Signed _____ **Staff Member**

Signed

Line Manager
