



M.A.N Commercial Protection Limited
5 Highlands Court, Cranmore Avenue, Solihull, West Midlands, B90 4LE
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MAN Commercial Protection Limited Sickness Absence Policy

1. Introduction

The aim of this policy is to ensure that all employees are given adequate time to recover from illness whilst championing high standards of attendance, performance and wellbeing. MAN Commercial Protection Limited pride themselves in treating all employees fairly and reasonably when managing absence and arranging their return to work. Employees entitlement to Statutory Sick Pay is explained in the terms and conditions of employment in their contract of employment.

MAN Commercial Protection Limited reserves the right to amend this policy. It is important to note that not all health-related problems lead to absence from work, but may still affect an employee's capability to perform in their role. Long term or repeated short-term absence may affect an employee's capability to carry out their work, we want to support employees adequately to manage such situations.

2. Aims and Objectives

The aims and objectives of this policy are:

- To ensure that short and long-term sickness absences are managed in accordance with relevant legislation and ACAS Code of practice.
- To enable us to monitor the level of sickness absence within the company.
- To support employees with their return to work and identify the need for any reasonable adjustments to assist them in their return to work.

3. Control and Management Responsibilities

When an employee returns to work from sickness/absence a Return-to-Work (RTW) meeting must be completed as soon as possible. The Return-to-Work (RTW) should:

- Confirm the reason for the absence and establish whether the employee is fit to return to work.
- Ensure the absence is recorded accurately and appropriately.
- Once the nature of the illness is established, consider whether there is any reasonable adjustments that could be implemented to support the employee.
- MAN Commercial Protection Limited reserves the right to obtain further information relating to the employee's condition e.g. a doctor's/medical report.
- Sickness and absence information is highly confidential and every possible step will be taken to



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- prevent unnecessary circulation of sensitive information. All records will be stored in a secure location.
- In instances where an employee has become disabled, or is disabled, any decisions made will be in accordance with the Equality Act 2010 and consider any reasonable adjustments that could be made to support the needs of the employee.

4. Notification of Absence

If an employee is going to be absent from work their line manager or control should be made aware as soon as possible. The employee should explain the reasons for their absence and give an indication of when they are likely going to be able to return to work. Leaving a message with a colleague or getting a relative or friend to phone on their behalf is not acceptable and the absence will be recorded as unauthorised (unless otherwise deemed appropriate). A telephone call to control must be made for each day of absence, unless a sick note has been provided outlining the subsequent duration of the absence or otherwise agreed.

Where an absence exceeds seven calendar days a Statement of Fitness for Work will be required. If the absence continues after the expiry of the statement, another Statement of Fitness for Work must be obtained as soon as possible or the absence will be recorded as unauthorised. The company reserve the right to request medical evidence for any period of absence of any length.

Doctors, dentist, hospital or other appointments should be made causing as little disruption to the working pattern as possible. If regular or repeat appointments are required this must be communicated to HR as soon as this has been established. If an individual becomes sick whilst on annual leave the period will not be considered as sickness/absence unless a Statement of Fitness for Work or evidence of hospitalisation is presented, therefore existing holiday pay would still be applicable. Until a Statement of Fitness for Work has been provided the usual notification of absence process must be followed.

If a Statement of Fitness for Work has been provided Statutory Sick Pay (SSP) will be paid for the duration of the sick note, excluding the first four 'waiting' days. SSP will be paid for a maximum of 28 weeks in any one continuous period. If the dates on the Statement of Fitness for Work coincide with authorised holiday dates, the number of affected holiday days will be given back to the employee to use another time.

5. Contacting Employees on Sick Leave

If an employee's absence is long-term (more than four consecutive weeks) HR or their line manager will contact the employee regularly to check on their welfare. If an employee's absence is short-term and the short-term sickness absence notification process has been followed, no contact will be made with the employee prior to their Return-to-Work meeting unless deemed necessary.

6. Short-Term Sickness Absence

Although all opportunity to address sickness absence at the informal stage will be utilised, in some circumstances a formal approach to managing an employee's sickness absence will be taken.



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Employees absence will be managed in accordance with the below:

- Three occurrences of absence within a continuous six-month period.

A Record of Discussion will be held with the employee to informally investigate their absence and confirm their future absence will now be monitored in accordance with the sickness absence policy, including the potential consequences of their absence persisting (where appropriate). Where it is deemed necessary, further evidence may be requested which could include medical information/records from the employee's GP and or referral to occupational health.

- After the third instance of absence, and subsequent absences thereafter, an investigation will be scheduled with the employee to discuss the reasons for their absence and assess their current absence record. Following this meeting disciplinary action may be initiated and taken in accordance with the company Disciplinary Procedure.

Absence within an employee's probationary period will not be managed using this policy and will be monitored in accordance with the terms and conditions of their probation period.

7. Meeting with The Employee

During the investigation meeting the employee will be given the opportunity to raise any personal circumstances that may be contributing to their absence which they feel should be considered. Following the meeting the employee will then receive a written response confirming the outcome.

Following the investigation meeting if the employee has not given a satisfactory reason for their absence, disciplinary action will be initiated in line with the company's Disciplinary Procedure.

If at the informal stage of the sickness absence policy (three absences or less) once the employee has not been absent for a continuous six-month period from the most recent absence, the sickness absence management process will revert to the first stage. Thus meaning the employee will need to have three absences within a continuous six month period to begin the process again.

If at the formal stage of the sickness absence policy (four or more absences) the employee must not be absent for a continuous 12-month period from the most recent absence to restart the absence process.



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8. Long-Term Sickness Absence

Sickness absence lasting for a continuous four-week period will be classed as long-term absence. Employees can be on long-term sick leave for a variety of reasons such as the time following an injury or operation, diagnosis of a long-term disability or a terminal illness. Any action taken to address and monitor long-term sickness/absence will depend on the individual circumstances of each particular case.

Where an employee has been absent for four weeks and there is no identified return date, HR will contact the employee to arrange an informal welfare meeting to discuss their current situation and any possible return to work dates. The next steps will depend on the information gained in the meeting. In the event that the employee is too unwell to attend the meeting, a home visit can be offered to and arranged with the employee. Where this is not appropriate, the meeting can take place over the phone and/or their Trade Union Representative or other suitable representative can be consulted with.

Following this meeting, it is the employee's responsibility to let us know of any recent progress or developments in their recovery along with passing on any medical information. They would also need to ensure that all Statement of Fitness to Work forms are sent to HR as soon as they have been issued.

9. Capability: Health

If an employee is incapable of performing their role due to a long-term illness, a capability meeting will be arranged. Managers should ensure the Sickness Absence Procedure and Policy has been followed and HR should be consulted with.

10. Pregnancy-Related Sickness Absence

Pregnancy-Related Sickness Absence will be recorded but will not be taken in to account when monitoring absence. Pregnancy-Related Sickness Absence during the four-week period prior to the employees expected due date of birth will automatically result in maternity leave commencing from the date the sickness occurs.

If the employee wishes to defer the start of their maternity leave following individual days of Pregnancy-Related Sickness Absence, this will be subject to and dependant on the outcome of an Expectant Mother Risk Assessment.

11. Fitness to Return to Work

If an employee's Statement of Fitness for Work states they are 'fit to work' a formal meeting with HR and/or the employee's line manager must be arranged with the purpose of discussing the employee's return and any possible arrangements that may need to be put in place to facilitate this. All efforts must be taken to ensure the Return-to-Work meeting is arranged and completed as soon as possible.

In some circumstances an employee may be unfit to return to their current role, in this instance the company will consider any reasonable and practical adjustments to the role or a suitable alternative.



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To establish this a formal meeting must be arranged with the employee to discuss what the company and the employee agree is suitable.

12. **Appealing the Decision and Disciplinary Action**

The employee has the right to appeal all formal sanctions issued during the short-term and long-term sickness absence process. The appeal must be raised with the HR department in writing within seven days of the outcome being issued in accordance with the company's Disciplinary Procedure. If an employee refuses to follow the sickness absence procedure/policy and provide any necessary documentation such as Statement of Fitness for Work forms the company has the right to take appropriate disciplinary action in accordance with the Disciplinary Procedure.

For more information please refer to sections 4 and 8 of the Employee Handbook.



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