



# Sickness Absence Policy

## Policy Statement

Our aims:

- To ensure that sickness records are maintained accurately
- To ensure that sick pay is calculated correctly
- To ensure that adequate staffing levels are maintained at all times

## Procedures

### Notification of sickness absence

Notification of absence from work due to illness or any other cause should be made as soon as possible on the first day of absence from work. Notification should be made to the Supervisor or Deputy Supervisor. The Supervisor or Deputy Supervisor should also inform the Administrator in order to ensure that records are accurately maintained.

If an employee is absent for more than 7 continuous days (including weekends) a medical certificate must be obtained from their GP.

### Leaving work early due to sickness

If an employee falls ill whilst at work they must report sick to the Supervisor or Deputy Supervisor.

If an employee becomes ill at work and leaves in the first two hours of their working day then this will be recorded as a sick day. If an employee becomes ill at work and leaves after two hours of their working day then this will not be recorded as a sick day. A record will be kept of when an employee has left work early under these circumstances and will be monitored.

### Time off for medical appointments

Medical appointments should be made in the employee's own time. Noah's Ark recognises that there is less flexibility for hospital appointments and paid time off may be given for such appointments at the discretion of the Voluntary Management Committee.

### Sick pay entitlements

All staff on a permanent contract will be entitled to a minimum of one week's full sick pay. Further entitlement is based on length of service. See table below. Staff on temporary/casual contracts are not entitled to sick pay.

<b>Length of service</b>	<b>Sick pay entitlement (per academic year)</b>
Less than 2 years	One week's full pay
2-5 years service	One week's full pay One week's half pay
5-10 years service	One week's full pay Two week's half pay
10 years + service	Two week's full pay Two week's half pay

After the periods stated above, qualifying employees will receive statutory sick pay. At the discretion of the Voluntary Management Committee, non-qualifying staff will receive statutory sick pay of £10 per normal working day for a maximum of 10 days per academic year.