

Sickness Policy

Statement and Purpose of Policy

- Spinnaker Trust Ltd recognises that you may not always be fit to attend work and so this policy is designed to ensure that instances of sickness are dealt with consistently, fairly and in a non-discriminatory way.
- This sickness policy sets out our procedures for reporting and managing sickness absence, whether the absence is short term or a long-term illness.
- This policy summarises your statutory rights. If there is a conflict between this policy and the statutory entitlements, this policy will be amended, as necessary, to comply with legal requirements.
- This is a statement of policy, which applies to employees only and does not form part of your contract of employment. We may amend this policy at any time, at our discretion.
- Data collected as part of this procedure is held securely and only disclosed to individuals for the purposes of managing sickness absence and administering sick pay.

Disabilities

- You should inform the Operations Manager if any medical condition affects your ability to do your job or if you are affected by a disability.
- We will consider at each stage of our sickness procedure whether sickness absence is the result of a disability and whether reasonable adjustments will assist with a return to work.

Reporting sickness absence

- If you become ill or are injured at work, you should contact the Operations Manager and they will complete the accident book if appropriate. If you require basic first aid, you should speak to a colleague or the school reception, otherwise you should leave work and go home, or go to receive medical treatment and advise the Operations Manager.
- If you are ill or injured and cannot attend work you should telephone the schools you are working in as soon as possible. You should also advise the Operations Manager and give them the following details:
 - the nature of your illness or injury
 - the expected length of your absence from work
 - any urgent work that requires attention and schools that need to be contacted.
- The Operations Manager will record all sickness absence and, if appropriate, will liaise with schools to arrange cover where necessary.
- The Operations Manager may contact you during your sickness absence to discuss your health, urgent work being covered in your absence and to be advised, if possible, of your expected return date. This contact will be kept to a minimum to allow you to recover, and you can contact the Operations Manager at any time if you wish to discuss your condition further.

- Absences of 4 – 7 days will need to be covered by a Self-Certification Form
Absences of 8 days or more must be covered by a Fit Note signed by a Doctor
To claim Statutory Sick Pay, the Operations Manager must receive a signed Self Certification Form and, where an absence is 8 days or more, a signed 'Fit Note' from a Doctor
- If your doctor provides a Fit Note stating that you "may be fit for work" you should speak to the Operations Manager and we will discuss any measures suggested by your doctor to help you return to work.
- We may, at any time, require you to consent to a medical examination by a doctor nominated by us. Any report produced after such examination may be disclosed to us and we may discuss the contents of the report with the relevant doctor so that we can fully support you.

Sick Pay

- Employees who are absent due to illness are entitled to the following sick pay:
 - Up to 2 weeks (each week being your usual working hours) of full pay per rolling 12-month period (Sept – Aug).
 - An additional two weeks (each week being your usual working hours) at half pay.
 - Thereafter, any further absence within the same 12-month period (Sept – Aug) will be unpaid, unless otherwise agreed under exceptional circumstances.

Sick pay includes Statutory Sick Pay (SSP) where applicable and is not in addition to it.

- Any employer and employee pension contributions will continue subject to the relevant scheme rules.

Other Relevant Information

Self-Certification Form: <https://www.gov.uk/guidance/ask-your-employer-for-statutory-sick-pay>

Reasonable Adjustments <https://www.gov.uk/reasonable-adjustments-for-disabled-workers>

General information <https://www.gov.uk/taking-sick-leave>

All Spinnaker Trust policies and procedures can be found on the team page of our website:
www.spinnaker.org.uk/policies

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