

Millennium Farm Trust

HR14 Sick pay and absence procedure V01

Next review date Mar 2025



Version Control

Version number	Date of changes	Who	Review summary
01	01/03/2025	TCF	

Notification of absence

If you are ill and cannot come to work you must inform the Director as soon as you are able, either by text message or mobile telephone and no later than 60 minutes before you are due to start work on the first day of absence. Thereafter, any day of absence you should contact your line manager no later than 3.00pm if you are not able to come to work the following day. This is to ensure that alternative cover can be arranged as necessary.

It is the staff members responsibility to ensure you have complied with the absence notification procedures. If they are not followed then their absence may be considered to be unauthorised and disciplinary action may be taken. Further to this, those failing to follow the procedures may not be eligible for any sick pay, including Statutory Sick Pay (SSP).

- The following details should be provided:
- The nature of your illness or injury
- The expected length of your absence from work
- Contact details
- Any outstanding or urgent work that requires attention.

Diarrhoea and Vomiting

To prevent the spread of infections that cause diarrhoea and vomiting, staff should avoid returning to work until at least 24 hours after the last bout.

Certification of sickness absence

If you are absent from work due to sickness for up to 5 working days you may self certificate by informing the Director or Office Manager. The Office manager will update your personnel

records and the information will also be passed onto the payroll manager in order to make any payroll adjustments.

If you are absent for 5 working days or more, you will need to deliver/send a doctor's certificate to the Director. A copy of this will be kept in your personnel file.

If you are ill or injured during a period of pre-arranged annual leave you may elect to treat the days as sickness absence instead of annual leave. You must inform your manager of your incapacity and its likely duration as soon as possible. You will not receive any sick pay unless you are able to provide a medical certificate for the full period of incapacity. Cases of unauthorised absence will be dealt with under the disciplinary procedure. Failure to comply with any of the above sickness procedures will be treated as unauthorised absence.

Return to work interviews

On your return to work following a significant (greater than 5 working days) period of sickness absence you will have an interview with your line manager. A return to work interview enables us to confirm the details of your absence. It also gives you the opportunity to raise any concerns or questions you may have, and to bring any relevant matters to our attention. Where your doctor has provided a certificate stating that you "may be fit for work" we will usually hold a return to work interview to discuss any additional measures that may be needed to facilitate your return to work, taking account of your doctor's advice.

Keeping in touch

If you are absent on sick leave you should expect to be contacted from time-to-time by your line manager or the Office Manager in order to discuss your wellbeing, expected length of continued absence from work and any of your work that requires attention. Such contact is intended to provide reassurance and will be kept to a reasonable minimum. If you have any concerns while absent on sick leave, whether about the reason for your absence or your ability to return to work, you should feel free to contact your line manager.

Health review meetings

Anyone who has had 10 days or more sickness over a 12 month period from their first day of sickness will be invited to attend an informal meeting with HR and/or your line manager. The purpose of the meeting is to ascertain the cause of the previous absences (in this 12 month period) and identify ways in which support can be offered to reduce the absence. At this meeting, together we will be able to identify any trends, triggers or issues from which we can draft a health plan.

Access to medical records and occupational health referrals

MFT retains the right to request details from medical practitioners or refer you to occupational health to gain more information about the state of your health when that information is considered essential for employment purposes. Employees will be fully informed of their rights of access to any such reports. Refusal by you to allow Millennium Farm Trust access to a medical

report, or your refusal to attend occupational health may result in Millennium Farm Trust having to make decisions regarding your employment only on the information available to it.

Sick Pay entitlements

Statutory Sick Pay allowances apply. SSP is only payable from the fourth day of absence, SSP is subject to PAYE and National Insurance. Note – sick pay entitlements will be pro-rated for part-time employees. Further pay, excluding statutory sickness pay will be at the discretion of the Director.

Periods of extended sickness (greater than 5 working days) will be discussed with the the Board's HR representative and at their discretion, may be taken to the Board.

Payment of sick pay will be withheld and reclaimed if there are reasonable grounds to believe that the employee is fit to work and/or making misrepresentations regarding their ability to work. This would follow an investigation and appropriate meetings under the Disciplinary Procedure.

If sickness absence is caused by the actionable negligence of a third party in respect of which damages are recoverable, then any payment made during the period of sickness shall constitute a loan. In such circumstances any employee is required to; notify Millennium Farm Trust of any claim, settlement or judgement made in relation to the sick period and reimburse Millennium Farm Trust such sums advanced to you for the sick period. Any employee may be required to refund Millennium Farm Trust in respect of any sick pay received by them, if an insurance policy, or such like, is already paying the employee loss of earnings whilst on sick leave. Again all employees are required to inform Millennium Farm Trust of any payment under such a policy.

Millennium Farm Trust reserves the right following any applicable statutory procedure to terminate employment with notice on incapacity grounds at any stage during or after any sick pay period.