

## **Sickness/Absence Policy**

### **Statement and Purpose of Policy**

1. CPSCS recognize that you may not always be fit to attend work or may become ill or be injured at work and so this policy is designed to ensure that instances of sickness are dealt with consistently, fairly and in a non-discriminatory way.
2. CPSCS must ensure that the reasons for sickness absence are understood in each case and investigated if necessary.
3. This sickness policy sets out our procedures for reporting and managing sickness absence, whether the absence is for several short illnesses or a long term illness. All employees must abide by the terms and spirit of this policy.
4. The policy summarizes your statutory rights. If there is a conflict between this policy and the statutory entitlements, this policy is amended, as necessary, to comply with legal requirements.
5. 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, in our absolute discretion.
6. We process personal data when managing sickness absence and employees' right to sick pay in accordance with our data protection policy – in particular, our policy on processing 'special categories of personal data' (which includes, but not limited to information about an individual's health). Data collected as part of this procedure is held securely and accessed by, and disclosed to, individuals only for the purposes of managing sickness absence and administering sick pay. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with our data protection policy immediately. It may also constitute a disciplinary offence which will be dealt with under our 'Disciplinary Procedure'.

## **Disabilities**

7. You should inform Alan Beale (Chairman) if any medical condition affects your ability to do your job or if you are affected by a disability.
8. We will consider at each stage of our sickness procedure, whether sickness is the result of disability and whether reasonable adjustments will assist with a return to work.

### **Reporting Sickness/Absence**

9. If you are ill or injured or cannot attend work for any reason you should text Alan Beale no later than 30 minutes before you normally start work, unless an extreme emergency does not allow for this. If no response is received within 30 minutes you should telephone him to ensure the message has been received. You should inform him of the following:
  - The nature of your absence.
  - The expected length of your absence from work.
10. Your line manager may contact you during your absence to discuss your health, urgent work or your expected return to work. This contact will be kept to a minimum to allow you time to recover.
11. For sickness absence up to 7 days you can self-certify. For absence of more than a week you must provide a 'Statement of Fitness for Work/Fit Note' stating that you are not fit for work and the reasons why. This should be forwarded to Jacqui Middleditch at your place of work address. Medical certificates should be supplied for the whole time you are absent.
12. CPSCS may, at any time, require you to consent to a medical examination by a doctor nominated by us. You agree that any report produced after such examination may be disclosed to us, and that we may discuss the content of the report with the relevant doctor.
13. If it is suspected that you are claiming to be unwell whilst absent but you are well, or you fail to follow procedure set out in this policy for reporting absence, your absence will be treated as an unauthorised absence and will be dealt with under the 'CPSCS Disciplinary Policy'.

### **Sick Pay**

14. You may qualify for Statutory Sick Pay (SSP), at a rate set by the government, if you satisfy the statutory requirements and provide CPSCS with medical certificates as stated in this policy. No payment is made for the first four days of sickness absence, but from the fifth day SSP may be payable for up to 28 weeks. If you do not qualify or your SSP entitlement is coming to an end we will notify you.
15. Any employer and employee pension contributions will continue subject to the relevant scheme rules during any period of SSP.

### **Returning to Work after Sickness Absence**

16. If you have been on sick leave for more than five days we will arrange for you to have a return to work interview with Alan Beale to confirm the details of your absence and to raise any concerns or questions.

17. CPSCS are committed to helping employees return to work from long term sickness absence. As part of our sickness absence meetings procedure we will, where appropriate and possible, support a return to work after long term sickness by:
- Obtaining medical advice.
  - Making reasonable workplace adjustments, working practices and working hours.
  - Agreeing a return to work programme.

### **Sickness/Absence Meetings Procedure**

18. We will follow this procedure whenever we feel it is necessary, including where:
- You have been absent due to illness on a number of occasions.
  - The contents of a return to work interview needs further discussion: and/or
  - You have been absent for more than ten consecutive days.
19. Alan Beale will give you at least 2 days written notice of why the meeting is being called, the date, the time and the place of the sickness/absence meeting. This notice will give you a reasonable opportunity to consider what will be discussed before the meeting takes place.
20. You may bring a companion with you to the meeting (a colleague or trade union representative unless we, in our absolute discretion, allow for you to bring someone else to assist in overcoming difficulties caused by a disability or understanding English). You must supply CPSCS the details of your companion at least 24 hours before the start of the meeting. A companion may make representations, ask questions, and sum up your position, but will not be allowed to answer questions on your behalf. You may discuss relevant matters privately with your companion at any time during a meeting.
21. Failure to attend a meeting or at least make all reasonable steps to attend a meeting may be treated a misconduct. A meeting may be adjourned if:
- You or your companion are unable to attend at the time set for the meeting and have immediately informed CPSCS.
  - CPSCS is awaiting receipt of information, needs to gather any further information or give consideration to matters discussed at a previous meeting: or
  - You are given new information and so will be given a reasonable opportunity to consider this before the meeting is reconvened.
22. Decisions, reasons for the decisions and your right to appeal will be confirmed in writing within 14 days of any meeting under this procedure (unless this is not practicable, when it will be provided as soon as is practicable).

### **Sickness Absence Meetings**

23. This is a first formal opportunity to discuss reasons for absence, how long an absence is likely to last, the likelihood of recurring absence, whether we should refer you to a doctor, what if anything, we do to assist with your attendance at work and when a further review should take place. You may bring a companion to this meeting as set out in paragraph 20 of this policy.
24. Further meetings may be required to discuss:
- Reasons and impact of your ongoing absence(s).
  - How long your absence is likely to last for and the likelihood of further absences.
  - Seeking medical advice or considering advice already given and whether further advice is required.
  - Your ability to return or remain in your job, looking at your capabilities and any reasonable adjustments we are able to make and looking at our business needs.
  - Looking at where we can assist in making adjustments in order that you can perform your role.
  - Action that will be taken and when a review and/or further meetings will be held.
25. Again you may be accompanied at these meetings as set out in paragraph 20 of this policy.
26. After warning you that you are at risk of dismissal, we may invite you to a final sickness procedure meeting. You may be accompanied by a companion, as per paragraph 20 of this policy.
27. At a final sickness absence meeting, we may discuss the content of previous meetings, any changes since our last meeting under this procedure, which could impact on your return. We may discuss whether it is reasonable to expect you to return to work, the hours of work required and a reasonable timescale for this, as other relevant matters you would like to discuss. We may also discuss the possible termination of employment at a final sickness meeting, which would normally be on full notice or payment in lieu of notice.

### **Appeals**

28. You may appeal in writing against any outcome of any meeting during this procedure, setting out your reasons, to CPSCS within seven days of the date which you were sent the decision. You may bring a companion to the appeal meeting as set out in paragraph 20 of this policy.
29. You will usually be given one week's written notice of an appeal meeting. If new matters are raised in an appeal more investigation may delay the meeting. If there is new information, you will be

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provided with a copy at least 24 hours before an appeal meeting so that you have reasonable opportunity to consider it before the meeting.

30. Depending on the circumstances, an appeal meeting may be a complete rehearing of the matter or a review of the original decision.
31. The final decision will be confirmed in writing, usually within one week of the appeal meeting. There will be no further right of appeal.
32. The dismissal date will not be delayed whilst the outcome of an appeal is awaited. However, if the appeal is successful, the decision to dismiss will be overturned and there will be no loss of continuity or pay.

Signature of person responsible for policy:-

Print name Alan Beale

Signature

A handwritten signature in blue ink, appearing to read 'A Beale', written over a light blue horizontal line.

Position Chairman

Date 09.02.22 Date of Next Review Feb 23

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