

Sickness Policy and Procedure:

Sickness Leave is outlined in all staff contracts.

Procedure

If you are prevented from reporting for duty due to illness or injury you shall notify your line manager or an appropriate officer of HWL within an hour of your usual starting time [where possible] on the first day of sickness that you will be absent, giving the reason for your absence and the likely date of your return to work.

If the illness lasts between one and seven calendar days, inclusive, on the first day of returning to work you must complete and submit to your line manager a self-certification form.

For periods of sickness of more than seven consecutive days, including weekends, you will be required to obtain a Statement of Fitness for Work ('Fit Note') / Medical Certificate and send this to your line manager.

You must continue to send in consecutively dated medical certificates as necessary and must keep your line manager informed on a regular basis.

In the case of frequent/persistent illness, or if HWL is concerned about your absences or is not satisfied with the reasons given, you may be required to produce a medical certificate when you are next absent from work. HWL may seek a report from your GP and/or a second medical opinion as to the cause of the incapacity and prognosis. HWL will meet all costs involved. Back to work interviews will be carried out by your line manager for periods of 3 days sickness or more.

If you are sick or injured while on holiday, the Company will allow you to transfer to sick leave and take replacement holiday at a later date. This is strictly subject to the following:

- You must contact your line manager in person and by telephone (if possible) as soon as you know that your holiday will be affected by sickness or injury;
- The full period of your incapacity due to sickness or injury must be certificated by a qualified medical practitioner, where it exceeds seven days;
- Within 5 days of your return to work, you must confirm in writing how much of your holiday was affected by sickness or injury and the amount of leave you wish to take at another time. This written notification must be sent to your line manager.

Any sick leave over 3 days will need to be discussed with the Chief Executive.

Sickness Policy & Pay

You are absent for four or more days by reason of sickness or incapacity, you are entitled to Statutory Sick Pay (SSP), provided that you have met the requirements above. For the purposes of the SSP scheme the 'qualifying days' are Monday to Friday. If you work part time, it will be pro rata for your hours worked. For Example, if you work Monday Tuesday Wednesday and are sick for those three days, the policy will stand. You shall be entitled to receive Statutory Sick Pay at whatever rate is paid at the time. SSP is subject to PAYE and National Insurance and these deductions will be made accordingly.

Provided that you comply with the notification procedure set out above you are entitled in any 12 consecutive months to receive sick pay after taking into account all state benefits:

In the first 6 months of employment	SSP only
After 6 months employment	4 weeks full pay

Any previous period of sickness absence for which sick pay was payable in the current leave year will be counted against the limit for the latest absence. If during a period of absence an employee's service reaches a new qualification period the duration of the payment will be based on the newly acquired qualification.

When sickness accruing payments under these provisions occurs during annual leave you will be credited with the equivalent number of days leave to be taken at a later date, provided that you have complied with the notification procedures as set out above.

Healthwatch Luton internal process:

Healthwatch Luton prides itself on providing above average holiday which is a benefit Healthwatch Luton can afford to all staff. TOIL is also accrued for extra hours worked and is managed via you and your line manager.

Your annual leave, sickness and TOIL is your responsibility to manage, with permission of your line manager to record. If you feel you would like to use Annual Leave or TOIL in place of sick leave, this will need to be discussed with your line manager and agreed prior.

All sickness should be reported to the Chief Executive by the individual or line manager and will be discussed internally after every 3 days of sickness.