

Sickness Absence Policy

Introduction

Mobitech Lift Trucks is committed to providing service and profitability. To help achieve this aim, it is essential that employees are committed to keeping levels of sickness absence to a minimum in order that high levels of productivity can be maintained.

It is stressed that any payments, over and above Statutory Sick Pay (SSP) are entirely at Mobitech's discretion.

Sickness whilst at work

Employees who feel unwell whilst at work and are unable to continue to work should inform their Manager. Employees should make their own arrangements to travel home. If this is not possible Mobitech will make every effort to organise transport.

Notification of sickness

In the case of sickness or injury, all employees and workers must telephone their manager on the first day of absence. It is expected that unless exceptional circumstances apply, notification of sickness absence will be made **at least 1 hour** before the time the employee is due to start work in order to give Mobitech plenty of time to organise cover for your work.

1. If unable to attend work you must personally telephone Joanna Dunmil as soon as possible (a minimum of 1 hour before normal start time) on the first day.
01580 852473 ext 229 or 07740 822208
2. If Joanna Dunmill cannot be contacted, the employee should send an email message to jo@mobitechlifttrucks.co.uk and call again later the same day.
3. It is essential that employee should provide the following information:-
 - the nature of illness (employees do not have to disclose the nature of their illness if it is of a sensitive nature).
 - the date of expected return to work
 - if the employee has seen or is planning to see their GP
 - where the employee can be contacted
 - when the employee will call again.
4. If the absence continues beyond two days you should make a further phone call to Joanna Dunmill on the third day. Continued phone contact should then be made at least once a week unless alternative arrangements are agreed. It is the employee's responsibility to keep in touch with the company.
5. If the absence is due to illness or other disability, you must complete a Mobitech Lift Trucks Self Certification Form immediately upon your return to work
6. For any period of incapacity due to sickness or injury which lasts for eight consecutive days or more, a doctor's certificate (Fit Note) stating the reason for absence, a phased return or that you are fit to return to work, must be obtained at

your own cost and forwarded to Joanna Dunmill. Further certificates must be obtained if the absence continues for longer than the period of the original certificate.

7. SSP is only paid for periods covered by the documentation required above.

If the employee is unable to make the call personally, arrangements should be made for someone else to call on their behalf.

Failure to notify of sickness absence on the first day and keep Mobitech updated may result in the period of absence being treated as unpaid leave. This may also result in formal disciplinary action.

Company sick pay

Subject to meeting the reporting and certification requirements set out in this policy, the company may, at its discretion, make payment to employees during sickness absence. The payment of continued salary during absences due to sickness should not be seen as an entitlement.

Mobitech Lift Trucks has a duty to pay Statutory Sick Pay (SSP). The rate of SSP depends upon the employee's normal weekly earnings. However, whenever the company pays the employee normal salary for any sickness absence, SSP is deemed to be included and they will not receive an additional amount.

In normal circumstances, salary payment is dependent upon the following rules:-

Length of service	Maximum period of normal salary payment in any 12 month period	Maximum period of half normal salary payments in any 12 month period	Maximum Statutory Sick Pay (SSP) payable by Mobitech Lift Trucks
Up to 1 year	Nil	Nil	28 weeks
1 Year onwards	25 days	25 days	28 weeks

Mobitech Lift Trucks will refuse or terminate payments where, in its opinion, the sickness, injury or prolongation of absence is attributable to negligence or misconduct on the part of the employee.

No employee may do other paid work whilst in receipt of Mobitech sick pay or SSP.

Company sick pay will not be paid by the company if:

The incapacity for work was caused by an accident outside of employee's employment hours when the employee was involved in a hazardous pursuit or sport.

If outside of working hours you are engaged in hazardous sports or activities, you should insure yourself against incapacity to work and potential loss of income.

Sickness and affect on holiday entitlement

Holiday entitlement in cases of long-term sickness

Holiday entitlement will accrue whilst an employee is on sick leave. An employee will be entitled to use their holiday entitlement upon their return from sick leave, subject to the approval rules in place.

Sick before/whilst your holiday

If an employee is sick before their holiday commences and this prevents them going on holiday, or they are sick whilst on holiday, holiday entitlement can be reinstated for the period covered by a Doctor's Certificate and providing the company's reporting procedures have been met (see Notification of sickness section above).

Should an employee wish to reinstate their holiday entitlement as they were prevented from going on holiday or were ill whilst they were on holiday, a doctor's certificate will be required for the period of time the employee wishes to have reinstated. Where an employee is abroad, the equivalent medical certification relevant to the country will be required. Any charges made by the GP/medical practitioner in this instance will be the employee's responsibility.

Conduct during sickness absence

When an employee is absent due to sickness, they are expected to do their utmost to facilitate a speedy return to fitness and to work. The company would not normally expect any employee absent because of sickness (unless the employee's GP or specialist advise that any of the following activities or a holiday would aid recovery) to:-

- participate in any activities which are in any way inconsistent with sickness, or which might aggravate the sickness and thus delay a return to work
- undertake any other work, whether paid or unpaid
- engage in manual work around the house, such as home improvements.

Medical certificate

A Doctor's Certificate is required if the absence is for a period of 8 or more consecutive days (which includes Saturdays, Sundays and public/bank holidays). These are usually provided by a GP free of charge. Mobitech Lift Trucks reserves the right to require employees to provide a Doctor's Certificate for periods of less than 8 days. Any charges made by the GP in this instance will be the employee's responsibility.

Doctor's Certificates should be sent or passed to the manager by the eleventh day of absence. Failure to obtain or send the Doctor's Certificate could result in the payment of salary being withdrawn.

Should an employee who has been signed off work by their GP as unfit to work for a period of 2 weeks or less with a minor ailment, eg; Influenza, wish to return to work before the sick certificate expires, they may do so. The employee should discuss their reasons for returning early and any temporary work arrangements, e.g. lighter duties, part-time for a number of days, etc with Joanna Dunmill before returning to work. Mobitech reserves the right to require an employee to undergo a medical examination or obtain a certificate signing the

employee back to work in any circumstances where there is concern about the employee's fitness to return eg; more serious ailment such as angina, stress, depression.

Return to work

On return to work, the Mobitech's Self Certification Form should be completed and passed to your Joanna Dunmill for authorisation.

After any spell of sickness absence Joanna Dunmill will conduct a 'back to work' interview. This may be a conversation as simple as 'Welcome back, how are you?', or it could be far more extensive. The type of 'back to work' interview will depend upon the nature and duration of the sickness absence and the employees overall sickness record. The interview will:-

- establish if there is any help or support required upon the employee's return to work
- update the employee on what has happened during their absence
- allow the employee the opportunity to explain the reason for their sickness absence.

Prolonged or frequent sickness

Mobitech Lift Trucks carefully monitors all sickness absence. Where there is either prolonged sickness or frequent short-term absence, the company will work with the employee to ensure that the employee returns to work as soon as it is medically safe to do so. Each case will be treated on an individual basis to determine the most appropriate course of action. Action may include:-

- a request for the employee to attend Occupational Health
- a request to the employee's GP for a medical report
- regular progress reports from the employee during absence
- certification of all absences

If employees do not co-operate with any reasonable request which the company makes in relation to sickness absence, Mobitech Lift Trucks sick pay may be withheld or employment may be ended.