

SICKNESS POLICY AND PROCEDURE

The Foundation makes payment to employees absent from work due to sickness provided the correct procedure is followed. These payments consist of two elements, the Government set Statutory Sick Pay (SSP) and an amount paid by the Foundation based on length of service (occupational sick pay). For those belonging to the Foundation's Permanent Health Insurance (PHI) scheme, the payment may consist of a third element, being a contribution from the scheme.

You must inform your line manager by 10.00am on the first day of absence, stating the reason and when possible the expected date of return (if you are unable to do so in person you should ask someone else to do so). If you leave a voicemail for your line manager also make sure you speak to someone, ideally the Chief Operating Officer, or Reception in case your line Manager is not in the office. On returning to work after three consecutive working days of absence, (including weekends) you must complete a self sickness/injury certificate form provided by the Chief Operating Officer. If your absence continues for more than seven days a medical certificate must be obtained from your doctor and forwarded to the Chief Operating Officer. You must send further certificates every week thereafter unless your certificate is for longer than one week. The Foundation reserves the right to ask for an opinion from an agreed independent doctor or specialist on the nature of the illness. The Foundation reserves the right to contact you during your absence.

The Foundation will make up your salary when you are sick for a period calculated according to your length of service as follows:

Length of service	Weeks made up to full salary	Weeks made up to half salary
During first year of service	6	7
During second year of service	10	6
During third year of service	14	6
During fourth year of service	16	6
During fifth year of service	20	20
During sixth year of service	24	24
After six years	26	26

The sickness year will be the same as the calendar year, i.e. 1 January to 31 December. All days of absence due to sickness will be deducted from the allowance for each year of service.

Sickness payments under both schemes are subject to income tax and National Insurance deductions.

Failure to comply with the correct procedures may result in the loss of some or all of your benefit. The Foundation will not hold itself responsible for any loss of State Benefit caused by non-compliance. Where the Foundation agrees to pay full or half salary and the employee qualifies for income replacement benefit (permanent health cover), then the difference between the benefit and the full or half salary will be made up by the Foundation. Where an employee does not qualify for income replacement benefit then full or half salary will be made up by the Foundation up to the number of weeks stated only.

Reviewed: April 2024