

SICKNESS ABSENCE

Section A – Contractual Policy

Sickness Absence

Lateness

If you are late for work, you must inform your Manager as soon as you arrive and give a reason for your late attendance.

Please be aware that disciplinary action may be taken against you in respect of the following:

- frequent lateness or being late without a good reason; and
- any unauthorised absence.

Sickness and Absence Procedure

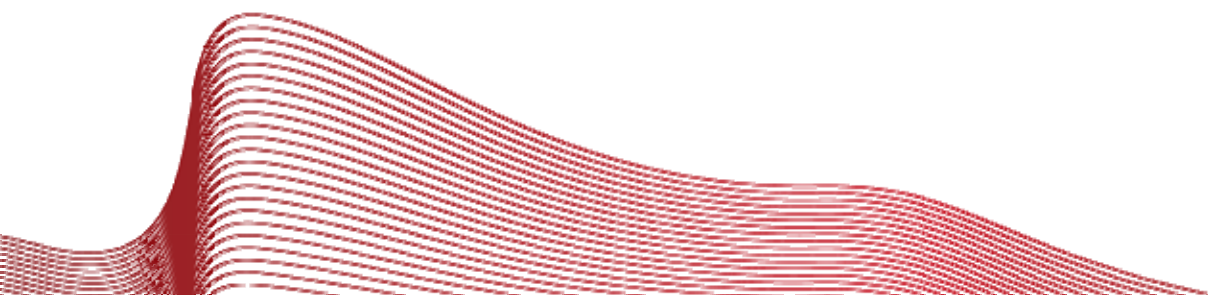
If you are ill or cannot otherwise attend work you must inform your Manager by 9.30 on the first morning of your absence:

- that you are ill or absent;
- the details of your illness or absence; and
- how long you think your illness or absence will last.

Please note that you must call your Manager in person. Phone calls from third parties will only be accepted in exceptional circumstances. Notifying your Manager by text message is not acceptable.

If you are ill or absent for more than one day you must continue to call your Manager on a daily basis.

- Illness lasting less than seven days



If you are incapable of work through sickness for less than seven consecutive days (including weekends) then on your return you must log and record your sickness absence on edays.

- Illness lasting more than seven days

If you are incapable of work through sickness for seven or more consecutive days (including weekends), you must provide a medical certificate covering your period of absence and continue to do so until you return to work. In addition you may be required to attend a return to work meeting with your Manager and/or an HR representative.

It is important that you follow the above procedures as any entitlement to Statutory Sick Pay (SSP) and/or Company Sick Pay (CSP) is dependent on this.

To assist us in understanding your illness or injury we may request that you undergo a medical examination at our expense (see below).

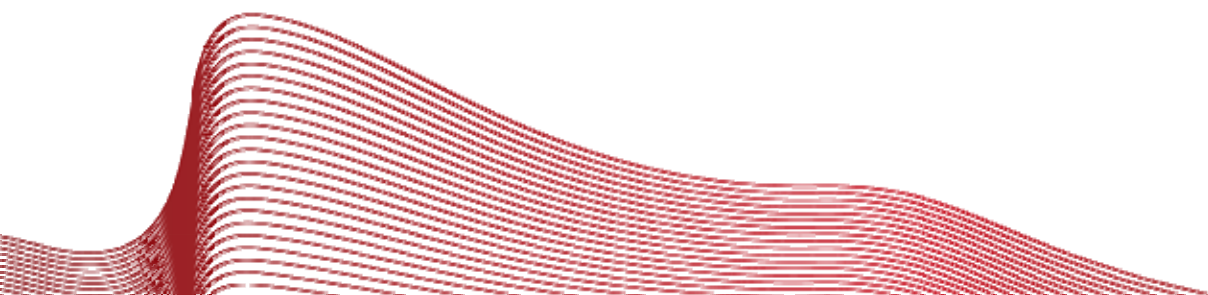
CSP

You are entitled to CSP if you:

- have been continuously employed by us for six or more months;
- follow the Sickness and Absence Procedure set out above; and
- do not dishonestly claim to be sick.

CSP entitlements are as follows:

- Directors and Associate Directors and other nominated individuals are entitled to up to 26 weeks full pay in any 12 month rolling period; and
- other employees are entitled to up to four weeks' full pay in any 12 month rolling period.



If you are employed within the Estates and Asset Management and Relocation Services service lines, your entitlement to CSP is as follows:

Length of Service	CSP Entitlement
Less than 12 months	SSP only
12 months – 2 years	Up to two weeks' full pay in any 12 month rolling period
2 years - 4 years	Up to four weeks' full pay in any 12 month rolling period
4 years - 5 years	Up to eight weeks' full pay in any 12 month rolling period
5 years +	Up to 13 weeks' full pay in any 12 month rolling period

In the case of genuine long term sickness, we may at our absolute discretion decide to pay CSP in excess of the maximum allowance outlined above.

Part time employees will receive a pro rata entitlement of CSP based on the number of hours that they work.

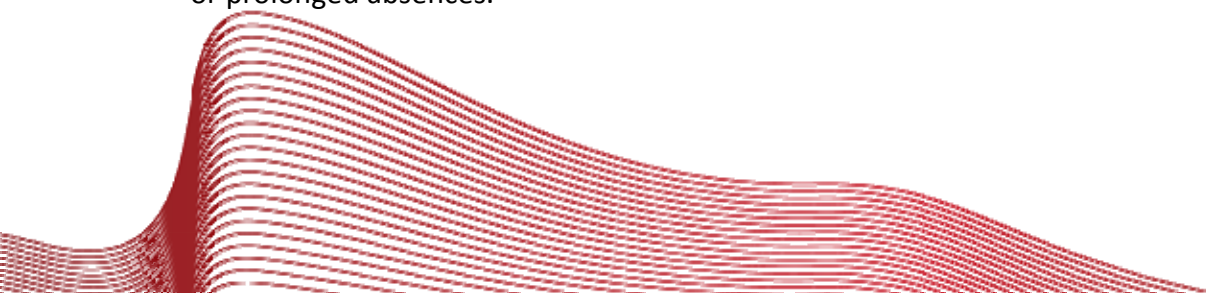
Statutory Sick Pay

If you are not eligible for CSP or have exhausted your entitlement to CSP you may be entitled to SSP provided you comply with the certification requirements outlined above.

Any payment of CSP is inclusive of any SSP you may be entitled to for the relevant period of sickness.

Medical Examination and Report

In certain circumstances we will need to investigate the reasons for your sickness absence by means of a medical examination, for example, where you have intermittent, recurrent or prolonged absences.



We need to be aware of your medical position so that we can assess how to deal with your absence.

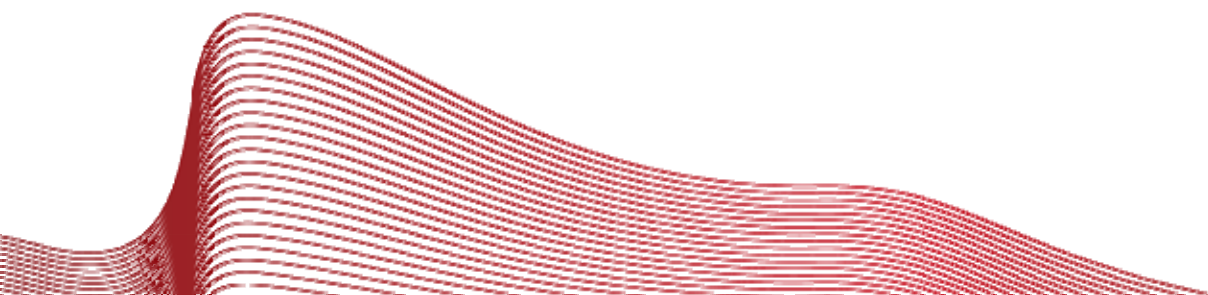
We may ask for a report from your GP or, if you are under specialist care, a report from the specialist. In addition to the above or as an alternative, we may need you to attend an appointment with a company appointed medical adviser who will carry out the examination and prepare a report. These examinations and reports will be carried out at our expense. However if you are un-cooperative, we may have to take a decision relating to your employment on the facts that we have available.

These examinations are necessary for us to inform ourselves of the exact nature of your illness, its prognosis and its implications on your return to work. Depending on the results of the report we can then make the necessary plans for you to return to work, including consideration of what (if any) reasonable adjustments could be made, or discuss how we should deal with any continued absence.

In circumstances where the medical report indicates that you are well enough to return to work, any failure to do so without good reason will be treated as a disciplinary matter and any continued absence will be treated as unauthorised absence.

Long Term Sickness

If you are off on sickness absence for longer than 4 weeks, your Manager and/or your local HR representative will contact you to arrange an absence meeting to discuss the reasons for your absence and how we can assist generally, in particular with your return to work. This meeting may be at your home if you are unable to come into the office or alternatively we may arrange a telephone call or meet you at a convenient place. You will then usually be contacted every two to three weeks to check on your progress. We may also arrange further home visits depending on the circumstances.



In cases of prolonged absence, we may have to consider terminating your employment. However, this will not be done without first consulting with you about the situation and assessing your medical condition.

Abuse of CSP

While we operate a policy of enhanced sick pay for employees with genuine sickness, we will not tolerate abuse of the sickness absence policy if we have reason to believe that your absence from work is not genuine.

Circumstances that may give rise to this belief include, but are not limited to, persistent short absences, absences around bank holidays, weekends or annual leave and any absences which are taken in a set pattern.

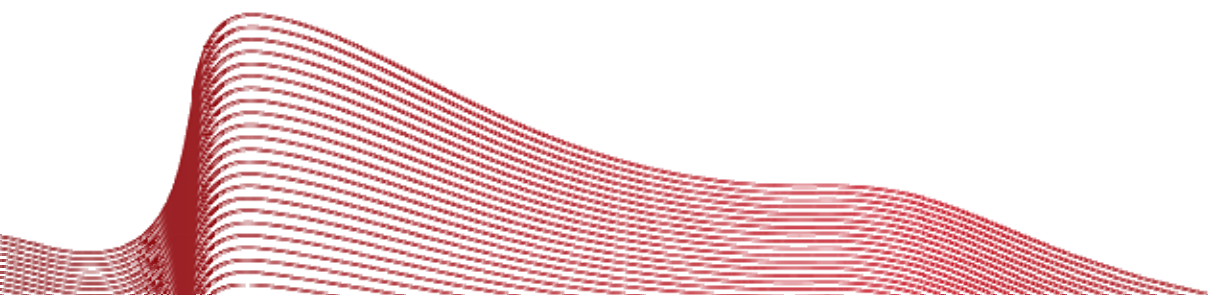
We monitor all employees' absence very carefully. We reserve the right at any time to enquire into the reason for your absence, particularly if we have received information that leads us to believe that you were not in fact genuinely ill.

We may need to meet with you if you have had more than ten days' absence or more than five separate occasions of illness in any one year.

If we find that you have dishonestly claimed to be ill or abused our sick pay policy, we will deal with this under our disciplinary policy which is likely to lead to your dismissal on grounds of gross misconduct.

If you fail to comply with the requirements to notify us of absence due to sickness or injury, this may lead to the loss of SSP and/or CSP. We may also treat your absence as unauthorised and will be entitled to deduct any pay from your salary for the period of unauthorised absence.

If you are absent without authorisation you may be subject to disciplinary action including the possibility of dismissal.



Stress

We do not want any of our employees to feel overwhelmed or stressed due to work pressures. Stress can be described as an adverse reaction people have to excessive pressure or demands made on them.

We acknowledge the importance of identifying issues which may give rise to stressful situations and dealing with these issues so that we can all work in a supportive environment. If you are feeling stressed because of work, you should raise this with your Manager and/or a member of the HR team.

Alternatively, you can use our Employee Assistance Programme (EAP) for confidential advice on both work related issues and for any personal issues that you may want to discuss. We emphasise that if you have work issues you want to raise with us then you need to speak to your Manager or a member of the HR team in the first instance, as any conversations you have under the EAP are confidential.

Policy Owner: Group HR
Review Date: 01 August 2019

