



### **Sickness Absence Policy (June 2023)**

The purpose of this policy is to ensure employees are aware of their sick leave benefits and the process for documenting absenteeism.

Sick leave & Statutory Sick Pay (SSP) is to be used by employees who are ill and employed (PAYE) by The Pearl Exchange. Special consideration will be given to sick leave for Self Employed/Freelance Suppliers upon request to the manager or Directors/Trustees (where applicable).

#### **Procedure**

Notification of sick leave: Employees must notify manager or supervisor of inability to work as soon as they are aware of this (telephone, text or email are all acceptable). If you usually work from home, please ensure you inform a manager or supervisor.

Return to work from sick leave: Employees must notify manager when reporting to work following sick leave. Employee must provide a medical practitioner signed proof of illness notification (medical certificate) for absences longer than 3 working days

Time off to attend personal medical appointments is allowed

Upon return to work the employee must submit their medical certificate to their immediate manager

#### **Statutory Sick Pay**

Details of what SSP is and what you are entitled to can be found here

<https://www.gov.uk/statutory-sick-pay>

#### **Data Protection**

We will process personal data collected in accordance with the data protection policy. We ensure your information is safe and accessed by, and disclosed to, only those who need to consider your request. Inappropriate access or disclosure of your information is a data breach. We will report any breaches under the data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.