



Updated: July 2025
Next update due: July 2027

Sickness Absence Policy

Purpose

This policy sets out The Pearl Exchange CIO's approach to sick pay. It ensures staff are treated fairly, while complying with UK employment law and supporting the health and wellbeing of employees.

Eligibility

This policy applies to all employees of The Pearl Exchange CIO, whether full-time, part-time, or fixed-term, who meet the qualifying criteria for Statutory Sick Pay (SSP).

Reporting Sickness

- Employees must notify their line manager by phone (not text or email unless agreed) as soon as possible on the first day of sickness, and no later than 30 minutes after their normal start time.
- When reporting sickness, employees should confirm the nature of the illness and the expected duration of absence.
- Employees must keep in touch during sickness absence, particularly if the absence is likely to last more than a few days.

Certification Requirements

For sickness lasting up to 7 calendar days, employees can self-certify their absence.

For sickness lasting more than 7 calendar days, a doctor's fit note must be provided to continue receiving sick pay.

Sick Pay Entitlement

Full Pay Period

- Employees will receive full pay for up to 7 consecutive calendar days of sickness absence.
- This full pay period cannot be carried over to future absences – it applies per sickness episode.

After 7 Days

- If sickness lasts longer than 7 calendar days, employees will receive Statutory Sick Pay (SSP), currently £118.75 per week (April 2025 rate).

- SSP is payable for up to 28 weeks, provided eligibility criteria are met (earning at least £123 per week before tax).

Enhanced Sick Pay for Long-Term Staff

Employees with more than 12 months' continuous service are entitled to an enhanced sick pay allowance in addition to SSP:

- | 1–2 years | Up to 2 weeks' full pay in any rolling 12 months |
 - | 2–3 years | Up to 4 weeks' full pay in any rolling 12 months |
 - | 3+ years | Up to 6 weeks' full pay in any rolling 12 months |
- Enhanced sick pay includes the initial 7 days of full pay.
 - After the enhanced sick pay period is used, employees will revert to SSP only for the remainder of their absence.
 - The Managing Director and Trustees retain discretion to extend enhanced sick pay in exceptional circumstances.

Return to Work

- On returning to work, employees must complete a self-certification form confirming the dates and reason for absence.
- A return-to-work discussion may be held with the line manager to ensure appropriate support is in place.

Absence Monitoring

Repeated or long-term absence will be monitored by senior management and The Board of Trustees, which may involve occupational health referrals or capability procedures where appropriate.

Policy Review

This policy will be reviewed annually by the Board of Trustees to ensure compliance with legislation and organisational needs.

Date created: February 2025

Date reviewed: July 2025

Date of next review: July 2027