
Insuletics Limited

Absence Notification & Certification Procedure

HR Policy 1
Appendix 1
Issue 2
Date November 2014

Approved by: Ian Coates

Statutory Sick Pay

1. For employees who qualify, Statutory Sick Pay (SSP) is payable for up to twenty-eight weeks of sickness absence. (Refer also to 4(e) below).
2. For SSP purposes Qualifying Days with this employer are days on which you are normally contracted to work.
3. An employee, absent from work due to illness or injury, shall be paid SSP provided the qualifying conditions for receipt of such are satisfied; and provided that the requirements in respect of notification and supply of evidence of incapacity as set out in paragraph 4 are complied with.

4. Notification

- (a) If you are absent from work due to illness, or any other reason, you must ensure that management is advised of the nature and expected duration of the absence. This must be done by telephone as early as possible on the first day of absence (for **operational** reasons the employer should be notified by 10.00 am).

Note - On return to work following any period of absence you must complete a Self Certification Form (see Appendix 1A).

- (b) If your illness extends beyond seven calendar days you must notify the employer on the eighth day of absence, as at paragraph 4(a).

Evidence of Incapacity

- (c) If you are ill and your absence extends beyond three working days you must present to management a completed DHSS self certification form SC2. This form is available from Doctors' surgeries and should arrive with the employer on the fourth but no later than the eighth day of absence.
- (d) If your absence extends **beyond seven calendar** days you must also submit to the employer a National Insurance Medical Certificate covering absence from the eighth day. This Certificate, which can be obtained from your doctor, should be forwarded to the employer as soon as possible after the eighth day of your absence.
- (e) **Continued absence must also be covered by further medical certificates on a regular basis and management may seek, in the case of unacceptable absence or incapacity medical reports to determine continuing suitability for employment.**

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- (f) On return to work after an absence of more than seven calendar days you may be required to present, either before or at the latest on the day of return, a certificate from your doctor stating that you are fit to resume work.

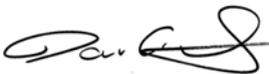
Unreasonable delay in notifying the employer or failure to provide acceptable evidence of incapacity may result in the withholding of any SSP due.

5. Any person who knowingly makes a false statement on a DHSS Self Certification Form, or otherwise fraudulently seeks to obtain a 'benefit' - shall be dealt with in accordance with the Disciplinary Procedure.

Date: 3 November 2014

Signed:

Ian Coates



Managing Director