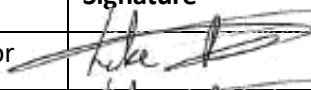
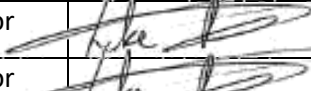
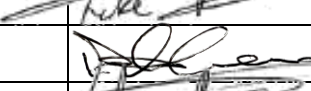
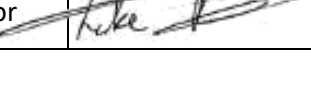
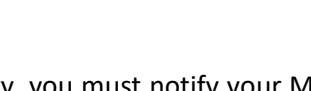


SICK LEAVE

DOCUMENT TITLE: Sick Leave

REVISION: 1.01

DOCUMENT CONTROL LOG:

	Name	Role	Signature	Date	Rev
Prepared By	Luke Deasy	Managing Director		10/02/2023	1.01
Reviewed By	Luke Deasy	Managing Director		12/06/2023	1.01
Reviewed By	Luke Deasy	Managing Director		12/06/2024	1.01
Reviewed By	Peter Lane	EHS Officer		12/06/2025	1.01
Reviewed By	Luke Deasy	Managing Director		12/06/2026	1.01

SICK LEAVE POLICY:

If you are absent from work due to illness or injury, you must notify your Manager by telephone as soon as you know that you will be unable to attend work, and no later than your usual start time. If your Manager is not available, you must speak with a director.

If you have made a reasonable effort to telephone but have not been able to connect with your Manager or a director, or if your illness or injury incapacitates you from speaking, you may notify your Manager via text or email.

You must inform your Manager that you are unfit for work and give an indication as to when you expect to be able to return. The procedure applies to each day of sickness, unless you have a doctor's certification which confirms the duration of your absence.

Any absence from work will only be authorised if you have complied with the notification and evidence procedure to the satisfaction of the Company. If your absence is unauthorised your pay may be withheld, and disciplinary action may be taken.

For absences at one to three consecutive calendar days inclusive of the first day of absence, you must complete selfcertification.

If you are absent for more than three consecutive calendar days (or as soon as you know that you will be away from work for more than three consecutive calendar days) you must obtain a medical statement from your doctor supporting your absence and at weekly intervals thereafter. This must then be sent to your Manager or the Office Manager. Absences which exceed three days and are not supported by a medical certificate or doctor's note will be considered unauthorised.

If you have been signed off work for a specific period of time by your doctor, you cannot return to work until this time has lapsed or a subsequent fit note is provided.

SICK PAY ACT 2022:

Employees with more than 13 weeks' continuous service with the Company are entitled to statutory sick pay under the Sick Pay Act 2022. Details regarding statutory sick pay may be obtained from the Office Manager.

MANAGING ABSENCES:

If your absence becomes long-term or where your level or frequency of short-term absence has given us cause for concern, we may investigate and discuss the reasons for your absence, whether it is likely to continue or recur and whether there are any measures that could improve your health and/or attendance.

If we decide to hold a meeting to discuss your absence then we will notify you in writing of the time, date and place of any meeting, and why it is being held.

You may be accompanied by a work colleague or by a trade union official. For the avoidance of doubt, this should not be taken as meaning the Company will recognise any trade union for collective bargaining purposes where it is not legally obliged to do so. If you have a disability, we will consider whether reasonable adjustments may need to be made to the sickness absence meetings procedure, or to your role or working arrangements.

In cases of long-term absence, we may seek to agree a return-to-work programme, possibly on a phased basis.

In cases of short-term, intermittent absence, we may set a target for improved attendance within a certain timescale.

If, after a reasonable time, you have not been able to return to work or if your attendance has not improved within the agreed timescale, we will hold a further meeting. We will seek to establish whether the situation is likely to change and may consider redeployment opportunities at that stage. If it is considered unlikely that you will return to work for the foreseeable future or that your attendance will improve within a short time, we may give you a written warning that you are at risk of dismissal. We may also set a further date for review.

Where you have been warned that you are at risk of dismissal, and the situation has not changed significantly, we will hold a meeting to consider the possible termination of your employment. Before we make a decision, we will consider any matters you wish to raise and whether there have been any changes since the last meeting.

You may appeal against the outcome of any stage of this procedure. If you wish to appeal you should set out your appeal in writing to the Office Manager within five days of the date on which the decision was sent or given to you.

If you are appealing against a decision to dismiss you, we will hold an appeal meeting. You may be accompanied by a work colleague or by a trade union official at this meeting. For the avoidance of doubt, this should not be taken as meaning the Company will recognise any trade union for collective bargaining purposes where it is not legally obliged to do so. We will confirm our final decision in writing. There is no further right of appeal.



Luke Deasy
Managing Director