



Densholme Farm

Sickness Policy

June 2024

The witch doctor succeeds for the same reason all the rest of us succeed. Each patient carries his own doctor inside him. They come to us not knowing that truth. We are at our best when we give the doctor who resides within each patient a chance to go to work. -Albert Schweitzer, ND

SICKNESS POLICY

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DENSHOLME FARM has a contractual Sick Pay agreement (see Employment Terms) to you in accordance with the relevant regulations where you are absent from work due to sickness or injury and you satisfied the necessary conditions.

DENSHOLME FARM endeavours to maintain accurate records for absence due to sickness or injury. Accordingly, the following must be observed:

- (i) The Supervising Officer or Admin Officer must be informed immediately of any absence due to sickness or injury by 8am latest on the first day of sickness or injury;
- (ii) In order to provide a continuation of service and to secure cover, the Supervising Officer or Admin Officer would appreciate being informed by 6pm on the first day of sickness if more than 1 day sickness is expected.
- (iii) In the event of absence due to sickness or injury for 7 days or less (including Saturday/Sunday) on return to work you must complete a Self-Certification statement;
- (iv) In the case of absence due to sickness or injury for more than 7 days (including Saturday/Sunday) you must obtain and submit to the Supervising Officer a doctor's certificate covering the period of absence. If the absence due to sickness or injury continues after the expiry date of the certificate you must obtain from your doctor and submit to the Supervising Officer a doctor's certificate covering that further period of absence.
- (v) DENSHOLME FARM will monitor the sickness records of its employees and may require you to attend an interview with the Supervising Officer following a period of sickness before returning to work or as a result of frequent absences from work due to sickness. The purpose of this interview will be to assist DENSHOLME FARM in identifying any recurring of illness or ways of preventing further absence.

At any time during a period of sickness DENSHOLME FARM may require your permission to contact your GP for an estimate of a likely return to work and to inform DENSHOLME FARM of that opinion.

In certain circumstances, DENSHOLME FARM may, at its discretion, request you to submit to an independent medical examination. This does not prejudice your rights under the Access to Medical Reports 1988.

- (vi) In some circumstances if you have had a long period of sickness absence, DENSHOLME FARM may allow you to return to work initially on reduced hours of work as part of a planned programme of rehabilitation. In these circumstances, your remuneration will be reduced pro rata according to the number of hours worked. Where possible and in consultation with you and your doctor a date should be set for a return to your normal contractual hours.

Sickness Payments

SICKNESS POLICY

We have a contractual sick/injury pay scheme (inclusive of SSP) which, on completion of three months service, provides payment during periods of certificated sickness as follows:

Maximum payment in any continuous twelve month service.


If you are absent from work owing to illness (which terms is deemed to include injury or other disability) you shall be entitled to receive sick pay in accordance with the following scale.

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| Less than 1 year's service | - | 1 week full pay & 1 week ½ pay |
| After 1 year's service | - | 1 month full pay & 1 month ½ pay |
| After 2 years service | - | 2 months full pay & 2 months ½ pay |
| After 3 years service | - | 3 months full pay & 3 months ½ pay |
| After 4 years service | - | 4 months full pay & 4 months ½ pay |

If sickness or injury is caused by the act or neglect of a third party you must include in any claim for damages against such third party a claim in respect of monies paid by DENS HOLME FARM in respect of any such sickness and injury must refund to DENS HOLME FARM any damages so recovered.

If Statutory Sick Pay is in excess of our contractual Sick Pay you will be paid SSP instead.

At the discretion of DENS HOLME FARM, when payments of sick pay occur during a period of paid annual leave, you may be credited with the equivalent number of days paid annual leave to be taken at a later date. This is subject to you providing the relevant certificate from your GP.

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| Approved by Board of Directors | | Date: June 2024 |
| Director Signature |  | |
| Revision 5 | Review Date: June 2025 | |