

VIAMED Ltd

Company Personnel Manual

Section 3. Absence – Due to Sickness

Notification of Sickness Absence

Any absence due to sickness, along with its expected duration, must be reported to a member of management as soon as possible, preferably before 9:00 AM on the first day of absence. Notification should be made via telephone to 01535 634542 or 07828264378, or by message to Helen Lamb at the same mobile number. Make sure you receive a reply, if not, contact a different director.

If you are unable to make contact, a family member or a trusted friend must notify a director on your behalf.

Members of Management for Reporting Absences:

- Steve Nixon
- Derek Lamb
- Helen Lamb

Certification Requirements

- For absences exceeding seven days, employees must provide a medical certificate starting from the eighth day and continue submitting one weekly thereafter.
- If an absence initially expected to last less than seven days extends further, employees must notify the company and obtain a medical certificate accordingly.

Changes Effective from 6 April 2025

The following legislative updates apply:

1. **Statutory Sick Pay (SSP) Rate Increase:** The SSP weekly rate increases to £118.75 per week.
2. **SSP Eligibility for All Workers:** The previous Lower Earnings Limit (minimum earnings of £123 per week) is removed, allowing all employees to qualify for SSP regardless of their earnings.
3. **SSP Payable from Day One:** Employees will receive Statutory Sick Pay (SSP) from the first day of absence, eliminating the previous three-day waiting period.

Return-to-Work & Frequent Absences

- Upon returning from any period of sickness absence, including absences of three days or less, employees may be required to state the reason for absence.
- Employees with frequent self-certified absences may be asked to consult a doctor to determine whether medical treatment is required and whether the underlying condition is work-related.

- If, after investigation, an absence is found to be unjustified, disciplinary action may be taken.

Monitoring & Managing Absences

- More than four separate instances of sickness absence within a 12-month period will be considered unsatisfactory, and will be assessed for underperformance.
- Absences that pose a significant business risk, such as failure to meet contractual obligations, may be treated with greater severity.