

VIAMED Ltd

Company Personnel Manual

Section 3. Absence – Due to Sickness

Notification of Sickness Absence

Any absence because of sickness, and its likely duration, must be notified to a member of management before the end of the first day. This notification should be made as early as possible, i.e. after 9am by telephone on 01535 634542 or, if you cannot make contact in this way, you should arrange for a member of your family, or family friend to deliver a message, everyday to a director.

Members of Management:

John Lamb
Jean Lamb
Steve Nixon
Derek Lamb
Helen Lamb

For periods of sickness absence of four to seven days, you are required to complete the company's Self-Certification of Sickness absence form. Sickness absence of more than seven days will need to be supported by a medical certificate, which must be produced on the eighth day, and weekly thereafter.

If your absence through sickness lasts for less than a working week, you should complete a Self-Certification of Sickness Absence form on return to work, and hand it to a member of management.

Should you realise that your sickness will last for more than the working week, you should contact the office and ask them to send a certificate to you at home, which you should complete and return by post.

Failure to adhere to these rules could result in the loss of entitlement to S.S.P.

On return to work, for all periods of sickness absence, including three days or less, you may be asked to state the reason for the absence, which will then be recorded on a Sickness Absence Record form.

Where there is frequent, self-certified absences, without medical support, you may be asked to consult a doctor to establish whether medical treatment is necessary, and whether the underlying reason for absence is work related.

If, after investigation, it appears that there were no good reasons for the absences, the matter may be dealt with under the disciplinary procedures.

More than four separate occasions of sickness absence in any 12-month period will be regarded as unsatisfactory. Equally, absences, which pose a threat to business, e.g. because of the company's failure to meet contractual obligations, may be regarded as of a significantly more serious nature.