

Sickness Absence Policy

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As an employee you are required to inform us, as well as your agency and end client if you are unable to attend work due to sickness.

As an employee you may be entitled to claim Statutory Sick Pay (SSP) subject to satisfying the statutory criteria. In order to qualify you must:

- Have contacted Trafalgar within seven days of the first day of being sick
- Have worked and earned at or over the gross Lower Earnings Limit (as set by the Government www.gov.uk/statutory-sick-pay)
- Have been off work sick for four or more days in a row (including non-working days)

If you have been absent from work due to sickness, please complete the **Employee Statement of Sickness Absence Form** and forward to Trafalgar within seven days of your first day of absence. If your absence continues for more than seven days you must provide us with a medical certificate from your GP.

If you do not qualify for SSP or your entitlement is coming to an end, we will provide you with an SSP1 form which you will be able to take to your local benefits agency to assess if you are entitled to any additional benefits.

Employee Statement of Sickness Absence

First Name (S)

National Insurance Number

Surname

Date of Birth

1st Date of Absence

Date of Return To Work

Total Days Absence (Including non-working days)

Total normal working days missed

Please provide brief details of the nature of your sickness:

Did you obtain a Fit Note from your GP/Consultant?

(Required for absences of over 7 days)

Yes

No

Did you follow the Agency & End Client's absence reporting procedures?

Was your sickness caused by an accident at work?

If 'yes' you must contact Trafalgar's HR Team as soon as possible

Do you require any 'reasonable' workplace adjustments?

Signature

Date