

Staff Sickness Absence Policy

Last Reviewed: June 2026

Purpose of the policy

The Tudor Griffiths Group aims for the full attendance of all employees throughout the working week. However, the health and wellbeing of our employees is extremely important to us. The company understands that employees will sometimes become unwell and need time off work to recover.

This policy has been developed to provide:

- employees with the information they need to report an absence and understand what the business will do when managing absence
- manager with a consistent framework to deal with employee sickness absence
- a consistent approach to monitoring absence

Scope of the policy

This policy applies to all employees, including those who work full-time, part-time or on fixed-term contracts.

Role and responsibilities

- line managers are responsible for familiarising themselves with this policy, and for applying it fairly and consistently to their teams
- all staff are responsible for following this policy
- This policy will be reviewed annually, or sooner where required, to ensure it remains compliant with legislation and reflects current organisational practices.

Types of absence

An authorised absence can be both a planned and unplanned period of absence and is when:

- an employee self-certifies or is medically certified as being unwell, and
- confirms an absence from work using the process outlined in this policy

An unauthorised absence is when an employee is absent from work and:

- is not on a pre-arranged period of leave such as annual leave or
- has not reported the absence using the process outlined in this policy

Unauthorised absences may lead to disciplinary action, including a possible dismissal for gross misconduct.

Short-term sickness absence is when an employee is unwell and can't work for a period of time that lasts for less than 4 weeks.

Long-term sickness absence is:

- prolonged or continuous absence (usually 4 weeks or more) due to a single illness or condition, or
- frequent spells of absence caused by a single underlying illness or condition

Absence reporting procedure

The employee should telephone as soon as possible on the first day of your absence (no later than half an hour before your scheduled start time) and speak to the Manager in charge of your department. If the Manager is unavailable, then you must speak to another Manager. **Text messages, WhatsApp and emails are not acceptable.**

During the call, the employee must provide:

- name / department details
- the reason for their absence (i.e. stomach bug, bad back etc)
- their expected date of return
- what work needs to be handed over in their absence (if applicable)
- any other relevant information

A self-certification form (SC2) must be supplied from the employee and sent to the Manager from day 1. Once you have received this, send it on to Jen or Linda as appropriate as soon as possible.

During all absences the employee must telephone your immediate supervisor or Manager on a regular basis or until he/she agrees otherwise, to let the Company know of your progress and expected date of return.

If the sickness lasts more than 7 days, a fit note is required from your doctor, this must be sent to your manager. Once your fit note ends, you must contact your manager to advise him of your return or supply another fit note which carries on from the previous date.

Return to work

On the first day of returning to work (or as close to the first day as possible), employees and line managers should have a return-to-work meeting and a return-to-work form must be completed.

The purpose of return-to-work meeting is to:

- welcome the employee back to work
- listen to the employee's reason for absence
- identify if the employee needs any ongoing support
- discuss the employee's general attendance record

Long-term absences

If an employee has continued absence that triggers into a long-term absence (as defined in this policy):

- the company will keep in touch with the employee on a regular basis. This may include onsite or offsite meetings, phone calls and welfare reviews.
- to better understand the employee's medical issues and when a return to work is likely, the company may:
 - refer the employee for an occupational health assessment or,
 - request a report from the employee's GP or specialist or,
 - ask the employee to undergo a medical examination

The employee's consent will be sought before such requests are made

- based on information from both the employee and medical professionals, the company will consider the period of time the employee needs to recover before reviewing the employee's contract of employment
- the company will consider if reasonable adjustments can be made or if the employee can be offered other suitable work. There is no legal obligation for the company to create a new position for the employee, but the possibility of re-training should be considered

- if the employee is unable to return to work within an acceptable timescale, or provide ongoing consistent attendance with or without adjustment being made, the company may have no alternative option other than to terminate the contract of employment on the grounds of ill health capability
- the company will consult with the employee again before a final decision is taken. This will ensure that any mitigating factors or any representations, which the employee wishes to make, can be considered

Absence trigger points

If an employee has more than 10 absent days in a 12-month period, their line manager will set up a meeting to discuss the absences.

Possible outcomes of this meeting are the employee:

- is given a warning and/or the opportunity to improve their attendance levels over time
- extra support is given to the employee to help them have high attendance levels at work

Individual circumstances will be taken into account when deciding next steps.

If an informal warning is given and attendance does not improve, a second meeting will be set up. If no improvement is seen after a second meeting, disciplinary action may be taken.

Employees with disabilities

Employees with a disability, as defined by the Equality Act 2010, will be supported by the company through reasonable adjustments to the level of absence that is acceptable on an individual basis. This will be decided on a case-by-case basis and continuously reviewed.

Misuse of this policy

Disciplinary action may be taken against employees if they:

- do not report sickness absences using the process outlined in this policy
- falsely claim to be too unwell to work

The company will investigate if employees have a pattern of, or an excessive amount, or self-certified absences. For example, if the company notices:

- a higher incidence of absence on Fridays and Mondays
- absence before and after annual leave
- absence before or after a bank holiday
- absence before particular work commitment



June 2026

Signed Dated