



## SICKNESS ABSENCE POLICY

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Haines Business Systems Ltd  
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# SICKNESS ABSENCE POLICY

## Introduction

The company seeks to have a healthy working environment. Staff who are unfit to work due to ill health or injury, or a condition that could be infectious, are entitled to paid sickness absence. However, there are a number of general principles that should be followed, which are addressed in this policy.

Sickness absence is recorded on each individual's personnel records.

Any member of staff suffering from a condition that may affect their ability to conduct their duties – including injury – or that may be transmitted to other members of staff must notify their line manager as soon as possible.

## General Principles

Employees who are unable to attend work due to sickness (including injury) should notify their line manager as soon as possible on the first day of absence, outlining the reason, or reasons, for their absence and, if possible, an estimate of the possible length of absence. In the absence of their line manager, employees should notify another manager, or appropriate supervisor, in their area of work. In the unlikely event that there are no managers or supervisors available, employees should notify the company's general administration as soon as possible. Whilst it is preferable to speak directly to your manager, it is acceptable to notify them of your sickness absence by phone text. It is not acceptable to notify another member of staff without first informing your manager. Failure to make an appropriate notification is regarded as a disciplinary matter, and will be treated according to the appropriate procedures.

Employees are required to notify their manager on each subsequent day of absence unless they had previously declared a specific period of absence. This notification should be made directly to their manager, or to the supervisor if appropriate. It is the responsibility the manager in charge of the department to update ...