

Sickness and Injury Policy

This policy applies to employed staff of Attic Theatre Company and provides further information and guidance on the terms set down in individuals' contracts of employment. Freelance workers are required to adhere to the terms of their contract regarding reporting sickness and absence and where possible identify a suitable replacement for their duties during a period of unavailability due to sickness, injury or absence.

Where reference is made to 'sickness' this includes sickness, illness, injury and short term incapacity.

Roles and Responsibilities

Employees

As a member of staff you are responsible for your health and wellbeing and for minimising your absence from work. You are responsible for adhering to the requirements stated within this policy, particularly in terms of sickness notification, providing statements and keeping in regular contact during longer term absence.

Employer ('Attic Theatre Company')

Attic Theatre Company has a duty of care for the health, safety and welfare of its staff members and should work supportively to support those with genuine sickness absence.

Line managers are responsible for managing sickness effectively and ensuring absence is monitored and recorded. The manager is responsible for carrying out return to work discussions and other review meetings, promoting a positive working environment, motivating and managing their team to maximise attendance.

Notification of absence

If you cannot come to work due to sickness or other unavoidable cause you, or someone on your behalf, must contact your line manager as early as possible. Text messages, emails and telephone messages are acceptable. However, messages left with another member of Staff are unacceptable.

When an employee knows in advance that they are likely to be absent e.g. for routine surgery and recovery, they should inform their line manager as soon as possible and provide any additional useful information such as the anticipated length of their absence.

Any unauthorised absence must be properly explained in that first contact and, if the absence continues, you must keep the Company fully informed. This applies to both short and long term situations and you will be expected to contact the Company on a daily basis during the first week and weekly thereafter.

Attic Theatre Company will count sickness absence that begins part way through the day as one full day's sickness absence if the employee leaves before completing 50% of their working day. Where sickness absence begins after the employee has completed 50% of their working day, this will be recorded as half a day's absence.

Medical and Dental Appointments

Requests for time off to attend such appointments will be dealt with sympathetically, however, it is expected that you attend medical or dental appointments in your own time where possible. Where this is not possible, appointments should be arranged to minimise any absence from work, for example, at the beginning or end of your normal working day. If you are undergoing a period of medical treatment involving regular appointments, reasonable time off will be given.

Medical and dental appointments that take up more than 70% of your normal working day (5 hours for full time staff and pro rata for part time staff) will be recorded as sick leave. Medical appointments related to a disability or underlying health condition will not normally be recorded as sick leave.

You may be asked to provide your appointment card or evidence of medical or dental appointments. Appointments related to pregnancy or maternity are dealt with under the Maternity policy.

Self-certification and doctor's notes

If you are off sick for no more than seven days including non-working days, on your return you must provide your own written explanation (known as "self-certification").

If your sickness lasts for more than seven calendar days, you must provide a doctor's certificate (known as a "fit note"). You must continue to provide certificates to cover the whole of the absence period.

The Company reserves the right to withhold sick pay in circumstances where the certification procedure described above has not been followed or where there is sufficient reason to doubt the validity of your sickness absence claim. In the latter circumstances, the Company may request you to undergo a medical examination by a doctor selected by it.

If you have been suffering from an infectious or contagious disease such as measles or chicken pox, or a pandemic virus, you must not report for work until you are medically fit to do so and in line with any current government guidance on isolation and/or quarantine restrictions.

The Company also reserves the right to send an employee home if, for any reason, they appear unfit for work or appear to present a risk to themselves, the workplace, other staff members or third parties. These are precautionary measures designed to prevent the spread of disease in the workplace and/or further harm to the employee or others.

Persistent short-term sickness absence is, in the absence of any underlying medical condition or other reasonable excuse, a disciplinary matter and will be dealt with in accordance with the Company's disciplinary procedure. If it is subsequently discovered that your sickness absence was not genuine, this will also be treated as a disciplinary matter.

You may be required to submit yourself at any time during the course of your employment, at our request, to a medical examination by a registered medical practitioner nominated by us. The purpose of such medical examination shall be to determine whether there are matters which might impair your ability to perform your duties and/or whether you are fit to return to work (if relevant). Accordingly, you will give such authority as is required for the nominated medical practitioner to disclose to us his/her findings. All expenses associated with obtaining the medical report from the nominated medical practitioner will be borne by us.

Sick Pay

You will become entitled to Statutory Sick Pay at a rate set by the Government after an absence due to sickness of more than three days. Full details at <https://www.gov.uk/statutory-sick-pay>

Attic Theatre Company will pay employees a level of discretionary payment due to sickness at full pay (less any SSP due) under the following terms. The discretion to be exercised will include financial and operational considerations of the impact of any absence.

If you are absent from work due to sickness or injury and comply with the requirements of this clause regarding notification of absence you will be paid for a cumulative maximum of 2 weeks in any consecutive 12 month period and will, when payable, be paid your full salary (inclusive of any Statutory Sick Pay to which you may be entitled). Thereafter any payment (other than Statutory Sick Pay) will be at the Company's absolute discretion.

Returning to work

Attic will ensure that on each occasion an employee returns from a period of sickness absence (of any length), a brief and informal return to work meeting is held with them, ideally on their first day back. More detailed meetings will be appropriate following a period of long term sickness absence.

Upon returning to work after a prolonged period of sickness absence for a reason related to a disability, an individual may need adjustments to be made to the way in which their work is organised, their work station and/or equipment enabling them to undertake their duties. Such adjustments can include: agreed flexible working hours, a phased return, minor adjustments to duties, a reduction in working hours, and/or the provision of new equipment, adaptations and services. Attic Theatre Company will ensure all reasonable adjustments have been implemented and effectiveness assessed before proceeding through further stages of the sickness absence policy.

Long term absence

Long term means the absence has lasted for at least a month.

If you have a medical condition which means that you need to take a longer period of absence, you will be expected to return to work as soon as possible following your illness or injury.

It is recognised that some medical conditions do take time to achieve a full recovery, in which case longer-term alternative duties may be considered. So that all parties understand both the employee's needs and the business needs, a return to work plan will set realistic objectives for your return to normal duties in an appropriate timeframe.

A record of all discussions and meetings will confirm any actions in writing. If after considering medical evidence and options for support, there are concerns about your ability to perform your duties because of your health, a meeting will be held to formally review the situation, exploring all possible options including redeployment. However, the outcome of this meeting may be that your contract of employment is terminated with notice, on the grounds of capability associated with ill health. You are entitled to bring a companion (colleague/union representative) to the meeting and you will be given the right to appeal the decision.

A decision to terminate your contract of employment may also result from an unacceptable level or pattern of short term sickness absences.