

Thriveology Wellness CIC

Staff Absence Policy.

March 2026

STAFF ABSENCE POLICY

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PURPOSE

This policy sets out Thriveology Wellness CIC's approach to managing staff absence, including how to report sickness, entitlement to statutory sick pay (SSP), and the support available for employees with disabilities. Our aim is to promote wellbeing, ensure fairness, and maintain consistent standards across the organisation.

REPORTING SICKNESS ABSENCE

2.1 Notifying the Organisation

Employees must follow the reporting procedure below whenever they are unable to attend work due to illness or injury:

- **Notify your line manager** as soon as possible and no later than **8:30am** on the first day of absence.
- Notification must be made **by telephone** unless otherwise agreed. Text messages or emails should only be used if phone contact is not possible.
- Provide the following information:
 - The reason for your absence
 - The expected duration (if known)
 - Any urgent work that may need attention

2.2 Ongoing Communication

- Employees must keep their manager updated regularly during their absence.
- If the absence continues beyond **7 calendar days**, a **Fit Note** from a GP or medical professional is required.

2.3 Return to Work

- On returning to work, employees may be asked to attend a **Return-to-Work Meeting** to discuss the absence, identify any support needs, and ensure a smooth transition back to duties.

STATUTORY SICK PAY (SSP)

3.1 Eligibility

Employees may be entitled to SSP if they:

- Have been ill for **1 or more consecutive days**
- Meet the statutory eligibility criteria
- Have followed the organisation's sickness reporting procedures

3.2 Payment

Statutory Sick Pay (SSP) will be:

- **Available to all eligible employees regardless of their earnings**
- **Payable from the first full day of sickness absence**
- **Paid at 80% of an employee's average weekly earnings (AWE) or the uprated weekly flat rate of £123.25, whichever is lower**

SSP is paid in the same way as normal wages (e.g., weekly or monthly) and is subject to tax and National Insurance deductions where applicable.

3.3 Evidence Requirements

- A Fit Note is required for absences of **more than 7 calendar days**.
- The organisation may request self-certification for shorter absences.

DISABILITY-RELATED ABSENCE

4.1 Supporting Employees with Disabilities

Thriveology is committed to supporting employees with disabilities in line with the **Equality Act 2010**. This includes:

- Recognising that disability-related absence may differ from general sickness absence
- Recording disability-related absences separately where appropriate
- Ensuring that such absences are not treated unfairly in absence management processes

4.2 Planned Disability-Related Absence

Employees may need time off for:

- Medical appointments
- Treatment or therapy
- Rehabilitation
- Assessments related to their disability

Where possible, employees should give advance notice of planned appointments.

4.3 Disability Leave

Disability-related absences will be treated as **paid absences**.

Thriveology may grant disability leave for disability-related reasons, including planned or unplanned absence. Each request will be considered on a case-by-case basis, taking into account:

- The nature of the disability
- The purpose of the absence
- Operational needs
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4.4 Reviewing Support

Thriveology may seek medical or occupational health advice to understand the employee's needs and ensure appropriate support and reasonable adjustments are in place.

REASONABLE ADJUSTMENTS

5.1 What Are Reasonable Adjustments?

Reasonable adjustments are changes that help remove or reduce barriers for employees with disabilities. These may include:

- Adjustments to working hours or shift patterns
- Modifications to duties or workload
- Provision of specialist equipment or software
- Changes to the physical working environment
- Temporary or permanent redeployment

5.2 Requesting Adjustments

Employees can request reasonable adjustments by speaking with:

- Their line manager
- HR
- Occupational Health (if applicable)

Thriveology may seek medical or occupational health advice to understand the employee's needs and identify appropriate adjustments.

5.3 Reviewing Adjustments

Adjustments will be reviewed regularly to ensure they remain effective and appropriate.

ABSENCE MONITORING AND REVIEW

- Thriveology may monitor absence levels to identify patterns or support needs.
- Absence triggers may be used to prompt a review meeting, but disability-related absences will be considered sensitively and fairly.
- The aim of any review is to support the employee, not to penalise them.



CONFIDENTIALITY

All information relating to an employee's health or disability will be handled confidentially and in accordance with data protection legislation.

POLICY REVIEW

This policy will be reviewed regularly to ensure that it remains compliant with legislation and reflects best practice.

Review Date: MARCH 2027