

SICKNESS & ABSENCE POLICY

Serply Recruitment Ltd

1. Policy Statement

Serply Recruitment Ltd is committed to managing sickness absence in a fair, consistent, and lawful manner while supporting the health and wellbeing of all individuals engaged through the business.

We recognise the importance of balancing operational requirements with the need to support individuals who are unwell and unable to attend work.

Serply Recruitment Ltd will comply with all applicable legislation relating to sickness absence and statutory payments, including current Statutory Sick Pay (SSP) requirements and reforms effective from April 2026.

2. Scope

This policy applies to:

- Employees of Serply Recruitment Ltd
- Temporary workers and agency workers supplied to clients
- Contractors and individuals engaged through Serply Recruitment Ltd where applicable

The application of statutory entitlements will depend on employment status and applicable legal requirements.

3. Purpose

The purpose of this policy is to:

- Provide a clear process for reporting and managing sickness absence
- Ensure compliance with statutory obligations
- Maintain accurate absence records
- Support individuals returning to work
- Clarify responsibilities between Serply Recruitment Ltd, workers, and clients

4. Types of Absence

Sickness absence may include:

- Short-term absence (typically less than 7 days)
- Long-term absence (extended or ongoing illness)
- Intermittent or recurring absence

Serply Recruitment Ltd may manage each type differently depending on circumstances.

5. Reporting Sickness Absence

Individuals must notify:

- Serply Recruitment Ltd
- The relevant client or site contact (where on assignment)

Notification must be made as soon as reasonably practicable, and ideally before the start of the working day.

The following information should be provided:

- Reason for absence (where appropriate)
- Expected duration of absence
- Contact details during absence

Failure to notify appropriately may result in absence being treated as unauthorised.

6. Ongoing Communication

Individuals must:

- Keep Serply Recruitment Ltd updated on their condition
- Notify of any changes to expected return date
- Respond to reasonable requests for updates

This may include reasonable welfare contact during longer-term absence.

7. Medical Evidence

For short-term absence, self-certification may be required.

For longer absences, individuals may be required to provide:

- Fit notes or medical certificates
- Relevant medical updates

Serply Recruitment Ltd reserves the right to request appropriate evidence in accordance with legal requirements.

8. Statutory Sick Pay (SSP)

Serply Recruitment Ltd will assess eligibility for SSP in accordance with current legislation.

SSP will be:

- Paid to eligible individuals
- Calculated based on applicable rules
- Administered through payroll

Statutory Sick Pay is subject to qualifying conditions, including qualifying days and any applicable waiting periods, in accordance with legislation.

Where individuals are not eligible for SSP, this will be confirmed.

9. Interaction with Client Assignments

Where individuals are on assignment:

- The client must be informed of absence
- The assignment may be paused or ended
- Replacement workers may be supplied

Serply Recruitment Ltd will manage communication between the individual and the client.

10. Return to Work

Individuals must:

- Notify Serply Recruitment Ltd when fit to return
- Confirm any restrictions or adjustments required

Where necessary, Serply Recruitment Ltd may:

- Conduct a return-to-work discussion
- Consider reasonable adjustments where required, including where obligations arise under the Equality Act 2010
- Liaise with the client regarding duties

11. Health & Safety Considerations

Individuals must not return to work where:

- They are not medically fit
- Their condition poses a risk to themselves or others

Serply Recruitment Ltd reserves the right to assess fitness for work where necessary.

12. Unauthorised Absence

Failure to follow reporting procedures or provide required information may result in absence being treated as unauthorised.

This may lead to:

- Non-payment
- Removal from assignment
- Further action where appropriate

13. Abuse of Sickness Absence

False or misleading reporting of sickness absence may be treated as misconduct.

Serply Recruitment Ltd reserves the right to investigate suspected abuse.

14. Record Keeping

Serply Recruitment Ltd will maintain records of:

- Absence notifications
- Medical evidence
- Payments made
- Communication with clients

All records will be handled securely in line with data protection requirements.

15. Responsibilities

Serply Recruitment Ltd will:

- Manage absence fairly
- Process statutory payments correctly
- Maintain accurate records
- Communicate with clients

Individuals must:

- Report absence promptly
- Provide accurate information
- Maintain communication

Clients must:

- Notify Serply Recruitment Ltd of absence where identified
- Cooperate in managing assignments

16. Relationship with Other Policies

This policy should be read alongside:

- Family Leave Policy
- Flexible Working Policy
- Health & Safety Policy
- Data Protection Policy

17. Monitoring & Review

This policy will be reviewed regularly to ensure compliance with legislation and best practice.

18. Contact

For further information regarding this policy, please contact:

Serply Recruitment Ltd
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01244 646 892