

Version v2.0	Review due:	January 2027
LR_POL_040	Owner:	Jolanta Moniewska
	Status:	Public



## Sickness Policy

### Introduction

The purpose of this Sickness Policy is to provide guidelines for managing employees' absences due to illness, ensuring a fair and consistent approach while maintaining the well-being of both employees and the organization.

### Reporting Sickness Absence

You must notify Lightrise Consulting by telephone on the first day of incapacity at the earliest possible opportunity and by no later than 9:00am on the first day of your absence. Other than in exceptional circumstances notification should be made personally to Gareth Jones, Director.

### Medical Certificate

If you are absent from work because of sickness for 7 consecutive days or more, you must produce a doctor's certificate. Further doctor's certificates are required for absences which exceed the period stated in the first certificate. Statutory Sick Pay (SSP) is payable from the first full day of sickness absence, waiting days have been removed under the Employment Rights Act 2025.

### Sick Pay

Employees are entitled to SSP from the first full day of sickness absence, with no waiting days. SSP is now available to all employees regardless of their earnings, as the Lower Earnings Limit has been removed.

SSP is paid at the statutory rate or 80% of normal weekly earnings, whichever is lower.

### Sickness and holiday

Sickness and holiday can happen at the same time. For example, an employee might:

- Take holiday while on sick leave and get holiday pay.
- Become sick while taking holiday and get sick pay.

An employee can use their paid holiday (annual leave) while off sick. For example, if they:

- Are not physically able to work, but physically able to take a holiday.
- Have a mental health condition that might be helped by a holiday.
- Are off sick long term and a holiday might help with their recovery.

It's up to an employee to request holiday while off sick. An employer cannot force an employee to take holiday while off sick.

If the employer approves the employee's holiday request:

- Sick leave can be paused while the employee takes holiday.
- The employee should get holiday pay while they are on holiday.

After the employee has taken the holiday, sick leave can continue if they're still not well enough to return to work.

An employee must report their sickness to their employer if they want to take any holiday as sick leave.

In this case the employee can:

- Get statutory sick pay for the time they were sick – as long as they are entitled to it.
- Keep the time they were sick to use as holiday another time.

Employees accrue their holiday entitlement as normal while they're off sick.

### Returning to work after sick leave

When an employee returns to work after being off sick, they should have a return to work meeting with their employer. This is an opportunity to make sure the employee:

- Is well enough to work.
- Has any support they need.
- Ensure a smooth transition back to work.

### Long Term Sickness

In cases of prolonged illness, the company may request additional medical information to assess the employee's fitness to work. Reasonable adjustments or accommodations may be considered to support the employee's return to work.

### Poor Mental Health

If an employee takes sick leave due to a mental health problem, their employer should look into whether this was because of something at work. If it is, they should take steps to resolve the cause.

#### **Causes of stress at work**

There are many factors that can cause stress at work. These include:

- Too many or conflicting demands.
- Poor working conditions.
- Little control over how and when work is done or decision making.
- Lack of support or encouragement from managers and others at work.
- Bullying and conflict at work, particularly if these are not managed well.
- Not having enough training or skills to do a job.
- Feeling unclear about roles and responsibilities.
- Low trust and not feeling able to speak up about concerns.
- Change within the organisation.

#### **Stress outside of work**

Life events can have an impact on work-related stress, for example:

- When someone has died.

- Divorce.
- Menopause.
- Caring responsibilities.
- Poor health.
- Financial worries, for example cost of living.

Employees do not have to tell their employer about their personal problems. But if they decide to, they might be able to get some support. For example:

- Counselling services, for example an employee assistance programme (EAP).
- Paid or unpaid time off to attend appointments.
- Time off, for example any special leave, annual leave or unpaid leave.
- A temporary change in duties or working patterns to allow for changes in home life.

### Confidentiality

All information related to an employee's health and sickness absence will be treated confidentially. Access to such information will be restricted to those involved in managing sickness absence and will comply with data protection regulations.

Edits	Date	Editor	Changes
1.	27 January 2026	Jolanta Moniewska	<ul style="list-style-type: none"> <li>• Required by the Employment Rights Act 2025 making SSP payable from day one, removes the lower earnings limit and eliminates waiting days.</li> </ul>