

Absence from work

Policy Statement

BE Recruitment Ltd is committed to supporting employees through any period of absence while ensuring effective communication and the smooth running of operations. This policy sets out the responsibilities of employees in reporting absences and the procedures the Company follows to provide appropriate support.

Scope

This policy applies to all employees of BE Recruitment Ltd and covers:

- Short-term and long-term sickness absence
- Medical and dental appointments
- Return-to-work procedures
- Statutory Sick Pay (SSP) eligibility and entitlement

Appointments

Employees are encouraged to arrange medical, dental, and other essential appointments outside of working hours where possible. When this is not feasible:

- Prior approval must be obtained from Management
- Payment for absence due to appointments will be at the Company's discretion
- Any regular appointments during working hours must be supported by appointment documentation
- Time away should be minimal, and the impact on work should be limited

Sickness and Injury

Notification of Absence

If you are unable to attend work due to illness or injury:

- You (or someone on your behalf) must telephone your line manager directly before your start time on the first day of absence
- Text messages or emails are not acceptable
- A clear explanation of the absence must be provided
- For ongoing absence, you must maintain regular communication:
 - Daily contact during the first week
 - Weekly updates thereafter, unless otherwise agreed

Medical Certification

If your absence lasts more than seven calendar days:

- You must provide a fit note (medical certificate) from a GP or authorised healthcare professional
- Ongoing absences must be continuously covered by updated medical certificates
- The Company may seek independent medical advice if deemed necessary

Return to Work

Upon returning from sickness absence:

- You are required to complete the Company's Sickness Form, regardless of the length of absence
- If your illness involved a notifiable disease (e.g. food poisoning, measles, mumps, scarlet fever), you must not return to work without written clearance from a doctor

Statutory Sick Pay (SSP)

- The Company will pay SSP to eligible employees as required by law
- SSP is payable for up to 28 weeks per period of sickness absence
- Payment is made in respect of qualifying days (days normally worked)
- No SSP is paid for the first three qualifying days (known as “waiting days”), unless prior absences link under SSP regulations
- SSP is only paid where sickness absence lasts four or more consecutive calendar days
- SSP is subject to tax and National Insurance deductions

Employees who are not eligible for SSP will be informed in writing.

Monitoring and Support



The Company will:

- Regularly review attendance levels
- Consider the impact of repeated or prolonged absences
- Provide reasonable support where absence is genuine
- Seek further medical advice when appropriate to guide management decisions

Monitoring and Review

This policy will be reviewed annually or sooner in response to legal or operational changes.

Document Control and Accountability

- Effective from: 01/06/2025
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