

New Red Planet: Sickness Absence Policy

New Red Planet (“the Employer”) aims to encourage all its employees to maximise their attendance at work while recognising that employees will, from time to time, be unable to come to work for short periods due to sickness.

While the Employer understands that there will inevitably be some short-term sickness absence among employees, it must also pay due regard to its business needs and the needs of its clients. If an employee is frequently and persistently absent from work, this can damage efficiency and productivity, and place an additional burden of work on the employee’s colleagues. By implementing this policy, the Employer aims to strike a reasonable balance between the pursuit of its business needs and the genuine needs of employees to take occasional short periods of time off work because of sickness.

It is the Employer’s policy to pay statutory sick pay (SSP) only during periods of qualifying sickness absence.

Guidelines for employees

An employee who needs to be absent from work due to sickness must comply with the following rules in order to be eligible for SSP:

- Notify the Employer by telephone if they are ill or unable to attend work for any other reason. Notification should be as early as possible and, in any event, no later than one hour after the employee’s start time. The employee should be prepared to state the reason why they cannot attend work, and how long they think the absence will last. Notifying the agency or place of work in place of the Employer will not be accepted.
- Complete and submit a self-certification form for all periods of sickness absence not exceeding seven days.
- Provide a doctor’s certificate or “fit note” for a period of sickness absence of more than seven days. This note should be sent to the Employer within seven days of being issued.
- Provide a doctor’s certificate or “fit note” for a period of sickness absence not exceeding seven days if the Employer specifically requests it.
- Agree on request to be interviewed and/or examined by an occupational doctor nominated by the Employer and to authorise the release of any medical report from the doctor to the Employer. The Employer will meet all costs

associated with any such examination and/or medical report.

- Cooperate with the Employer and its clients with regard to the possible implementation of any adjustments to job duties, hours or working conditions, resulting from recommendations made by his/her doctor, notwithstanding the fact that the advice on a “fit note” is not binding on the employer.

Eligibility

Please note that in order to be eligible for SSP you must:

- Follow the Employer’s procedure as outlined above
- Give proof of your illness to the Employer via a doctor’s certificate or “fit note”
- Have been off sick for more than 4 days in a row
- Have worked a sufficient number of hours for the Employer to qualify for SSP (please see calculations on average earnings information on HMRC’s website).

Please see government guidelines on SSP for more information.

If you are not eligible, the Employer will not pay SSP but will provide you with an SSP1 form so that you can apply for Employment and Support Allowance instead.

For the avoidance of doubt, you will not be entitled to SSP if you are ill after an assignment through an agency has ended and/or if you are between agency assignments. In such cases the reason you are not working is because you are not on assignment – not because you are sick.