
Southern Rock Adventures Ltd

Sickness and absenteeism policy

Effective from 17 October 2008

1 Introduction

- 1.1 There will be times when sickness or injury may prevent you from coming to work. This policy explains your entitlements during any period of absence. It also sets out what is required from you by Southern Rock Adventures Ltd ("Southern Rock Adventures Ltd") in order to qualify for any payment while absent due to ill health.

2 Entitlement

- 2.1 Unless your employment contract states otherwise, Southern Rock Adventures Ltd will pay you at the following levels for any period of absence due to ill health during any consecutive 12-month period:

Length of Service	Period of Full Pay (days)	Period of Half Pay (days)
6 months	7	7
1 year	14	21

- 2.2 If you are absent for more than your maximum entitlement in any 12-month period, any payments to you for any further period of absence shall be at the absolute discretion of Southern Rock Adventures Ltd. (You will still receive statutory sick pay if you are entitled to it).

3 Statutory sick pay

- 3.1 If you are also entitled to statutory sick pay, the total amount paid to you for any day off sick shall not exceed the higher of the amount of annual salary payable for that day or the amount of statutory sick pay payable for that day.

4 Reporting in

-
- 4.1 You, or someone on your behalf, must inform your manager as soon as practicable on your first day of absence. You must explain the reason for your absence and when you expect to return to work. If you fail to give an explanation, or your manager is not satisfied that your absence is due to a genuine incapacity, sick pay will not be paid and you may face disciplinary action. You must keep your manager informed of your recovery and any changes to the likely date you are to return to work. It is only when you are unable to call by telephone personally that someone else should notify Southern Rock Adventures Ltd on your behalf.

5 Certification requirements

- 5.1 If you are absent for seven days or less (including weekends) you must complete a self-certification form giving details of your absence on your return to work.
- 5.2 If you are absent for more than seven days (including weekends) you must complete a certificate form and you must provide a certificate completed by a qualified medical practitioner for each week of absence and to cover the whole period of absence.
- 5.3 All certificates must be sent to Mr Mark Rhodes. Failure to provide these certificates may result in sick pay not being paid.

6 When sick pay will not be paid

- 6.1 Southern Rock Adventures Ltd will not pay sick pay for periods of self-certified absence resulting from self-induced sickness such as from excessive alcohol consumption.
- 6.2 Southern Rock Adventures Ltd will not pay any sick pay if it considers you are abusing the sick pay scheme.
- 6.3 Giving misleading or false information to get sick pay is a very serious matter and will be treated by Southern Rock Adventures Ltd as a disciplinary matter which may, in certain circumstances, constitute gross misconduct.

7 Absence due to the fault of another person

-
- 7.1 If your absence is due to an accident caused by the negligence of a third party, and you have grounds for a claim against that third party, sick pay will only be paid to you as a loan on condition that you seek to recover the sums paid to you as part of any claim against the third party and reimburse Southern Rock Adventures Ltd from any sums recovered. Where a claim is settled for less than the full amount of your claim, or you do not recover the full amount, you will only be required to reimburse Southern Rock Adventures Ltd to the amount recovered. You will not be required to reimburse Southern Rock Adventures Ltd in the event that your claim is unsuccessful.

8 Long term ill health issues

- 8.1 Southern Rock Adventures Ltd will want to be kept informed of your recovery and may contact you from time to time to discuss your progress. If you are unable to return to work, or it is not possible to give a sufficiently certain time scale of when you will be returning to work, your employment may have to be terminated irrespective of any period of sick pay that may be outstanding or permanent health insurance policy that may be in place for you at the time. Before any decision is taken, you will have had a reasonable period of time in which to recover and assess your long-term prognosis. Southern Rock Adventures Ltd will also consult with you, consider whether there are any alternative jobs you could perform, or adaptations that could be made to enable you to continue with your existing job, as well as take into account any relevant medical advice.

9 Medical examinations

- 9.1 In order to assess your ability to continue working, Southern Rock Adventures Ltd may require you at any time, whether on sick leave or working, to undergo a medical examination by a doctor or consultant nominated by Southern Rock Adventures Ltd. Southern Rock Adventures Ltd will pay for the medical examination and the results of that examination shall be made available to Southern Rock Adventures Ltd. Southern Rock Adventures Ltd understands that your medical information is sensitive and confidential and will only use it in accordance with the Data Protection Act 1998. You consent to Southern Rock Adventures Ltd processing this information in accordance with the Data Protection Act 1998.

10 Returning to work

- 10.1 You may not be allowed to return to work until you have had a medical examination and been confirmed as fit to return to work.

10.2 Before you can return to work, you must attend a return to work interview. This helps Southern Rock Adventures Ltd assess if you are well enough to return to work and deal with any new needs that may arise on your return.

11 Amendments

11.1 This policy may be reviewed and amended at any time at the discretion of Southern Rock Adventures Ltd. You will be notified of any changes.