



STREETLIGHT UK SICKNESS/ABSENCE POLICY

SICKNESS/INJURY PROCEDURE

1. If sickness or injury prevents an employee from coming to work, they must follow the procedure set out in these guidelines.
2. The employee must directly telephone their Line Manager at least 30 minutes before the beginning of each working day of absence (by 9:30am) to inform their Line Manager of why they cannot come in to work and how long they believe they will need to be off work.
3. If the employee's sickness or injury initially occurs out of office hours and they have reason to believe they will be unable to return to work for their next contracted working day, the employee should send an email to their Line Manager to notify them of this possibility as soon as possible. This does not replace the phone call which should be made to their Line Manager during office hours to confirm that they will not be coming in to work.
4. Once the employee has recovered from their sickness or injury and are able to come to work, they must complete a Return to Work meeting form with their Line Manager.

FOR INFORMATION

1. Employees can self-certify sickness/injury for the first week that they do not come to work. After this, they must present a medical note to the CEO from their doctor.
2. Please refer to your personal contract to inform you of the number of days' sick pay you are entitled to per year.

ABSENCE

1. Prior to any absence, approval needs to be sought from the Employee's Line Manager.
2. In the instance of a Staff Member being required to perform Jury Duty notification of this to their Line Manager immediately is requested.
3. Compassionate Leave may be granted in extreme circumstances that a Staff Member or their immediate relative faces, such as the death or loss of the Staff Member's spouse/parent/child. Compassionate Leave is at the discretion of the CEO and approval should be sought from Line Managers where this is felt appropriate.