

SICKNESS ABSENCE POLICY

A. Sickness Leave

- A.1 You must inform Solon as soon as possible of absence due to sickness. Sick leave of 3 consecutive days or less is classified as uncertificated. Sick leave of 4-7 consecutive days is classified as self-certificated, For a period of more than seven consecutive days a doctors certificate is required.

B. Special Leave for Sick Children

- B.1 Workers are allowed up to 10 working days paid leave per annum in order to look after dependent children aged up to 16 years when they are ill. Where reasonable workers are expected to work at home. A medical certificate for the child will be required following absences of more than 7 consecutive days.

C. Sickness Pay

- C.1 If you are absent from work through sickness you are entitled to receive, during the first year of employment, up to two months on full pay and after one years employment up to six months on full pay and six months on half pay in any 18 month period. This payment will include any Statutory Sick Pay due to you.
- C.2 Solon will pay up to 10 days in any one year for uncertified sick leave i.e. periods of three days or less at any one time, provided you inform your Section as soon as possible. If you exceed the 10 days limit you will lose pay.
- C.3 Arrangements for workers absent through sickness for longer than the period of entitlement to sick pay and special arrangements (for example, for workers who do not qualify for sickness pay) are subject to recommendation from the Workers Meeting to the Management committee.
- C.4 Any absence of which the office has not been informed will either be debited from annual leave or treated as unpaid leave.
- C.5 Further details regarding Statutory Sick Pay and benefit rates are available from the Finance Section.