

## Absence Procedure

A member of staff who is sick and cannot attend work should ring their manager/ supervisor (on the number on the contact list) at least 30 minutes before the time when they are expected to start work (if the member of staff works on nights they must call before 4pm). If the call is unanswered then the member of staff must leave a voicemail and as a last resort send a text message. If the member of staff calls 01254 773718 and their manager/ supervisor is unavailable they must leave a message with the person they speak to detailing why they are off and when they are likely to return.

PLEASE SEE CONTACT LIST FOR TELEPHONE NUMBERS

**Week 1 of absence** - The absent member of staff must call their manager on a daily basis within their first week of absence. A self cert must be sent to their manager/ supervisor to cover any period of absence up to 5 days (you can get this from Gemma in HR). If this procedure is not followed then the absence will be unauthorised and the disciplinary procedure may be followed.

**Week 2 - 4 of absence** - A doctor's fit note (sick note) should be presented at the commencement of week 2; the absent member of staff must still phone their manager/ supervisor once a week when given a fit note (sick note)

**Weeks 4+ of absence** - After 4 weeks of a member of staff's absence HR may arrange a review meeting with the manager/ supervisor (this may be in the form of a home visit, if more appropriate). Managers/ supervisors should seek advice from HR where absence exceeds 4 weeks. The absent employee should continue contacting their manager/ supervisor weekly.

When the member of staff returns to work after any period of absence they must fill in a RTW form (Return to work form) with their manager/ supervisor and HR. If the period of absence has been 7+ days then they must present a medical certificate for statutory sick pay.

RTW forms must be kept confidential and **MUST** be given to HR.

The absence of a member of staff due to sickness for 3 periods in a rolling 12 month period will trigger an informal discussion with the manager/ supervisor.

The absence of a member of staff due to sickness for 4 periods in a rolling 12 month period may trigger formal absence procedures- please see full absence procedure in company handbook.

## Useful Contact Numbers

### Factory staff

#### Engineering

Shaun Quinn 07920452480

#### Laser/ WECJet

Gareth Taylor 07795311587

#### Logfire

Craig Mollet 07825313265

#### Riverside

James Pickles 07825213322

#### Machining

Matthew McRae 07771 526995

#### 5750

Michael Fitzgibbon 07720878904  
Mark Hannah 07974269244

#### Sherburn

Bryan Bentley 07585118268

#### CCTV

Mike Allison 07766251678

#### Special Projects

Steve Watson 07786510844

Justin Leliuga 01254 773718

### Office staff

Shaun Quinn 07920452480

Gareth Taylor 07795311587

Craig Mollet 07825313265

James Pickles 07825213322

Matthew McRae 07771526995

Michael Fitzgibbon 07720878904  
Mark Hannah 07974269244

Bryan Bentley 07585118268

Mike Allison 07766251678

Steve Watson 07786510844