

## Sample Sick Pay Policy

The purpose of this policy is to outline an employee's entitlement to seek statutory sick pay, qualifying criteria and the procedures to be followed in the case of absences due to illness or incapacity.

To be entitled to statutory sick pay an employee:

- must be working in **the hotel** for at least 13 consecutive weeks and
- must be certified by a Registered GP as unfit to work.

Your eligibility to statutory sick leave will be up to three days' medically certified leave in a year. This will be capped at 70% of your gross pay subject to a daily maximum of €110.

Statutory sick leave may be taken in a single block of 3 days or in 3 separate days. Thereafter, illness benefit may be available from the Department of Social Protection and it is the employee's responsibility to apply for this.

Where an employee's absence on statutory sick leave is not considered consistent with the continuance of probation, training or apprenticeship, we reserve the right to require that the probation, training or apprenticeship be suspended during the period of statutory sick leave and then completed by the employee at the end of that period.

### Procedures to be followed:

**Notification:** You are required to notify your (manager/ Supervisor) at least 1 hour prior to the commencement of your shift on the first day of incapacity and at the earliest possible opportunity. You should try and give some indication of your expected return date and notify **the hotel** as soon as possible if this date changes. Notification should be made personally and texts / voicemails are not acceptable.

**Certification:** Statutory sick pay must be medically certified from day 1 of illness. If your incapacity extends to more than 3 days you are required to notify **the hotel** of your continued incapacity. Subsequently, you must furnish **the hotel** with consecutive doctor's medical certificates to cover the whole of your absence due to illness.

A medical certificate must include the following information, and all such information will be held in the strictest confidence:

- name and address of the doctor;
- name and address of the patient;
- statement that the patient is, or was, under the doctor's care;
- the opinion of the doctor that the patient is incapacitated due to illness/accident;
- the nature of the illness or any factors to be taken into account ;
- the expected duration of incapacity;
- the date of issue;
- the doctor's signature (a stamp is not acceptable).
- Doctor's Registration Number with the Medical Council

### **Returning to work**

You should notify **the hotel** of which date you will be returning to work, if this differs from a date of return previously notified. A certificate of fitness may be required before returning to work. This will normally be from the employee's own doctor, but the hotel reserves the right to refer an employee to the company doctor.

On your return to work, you will be required to meet with your **manager/supervisor** and complete a return-to-work interview.

### **General**

Submission of a medical certificate, may not always be regarded by **the hotel** as sufficient justification for accepting your absence. Illness is just one of a few reasons for absence and although it is understandable that if you are ill, you may need time off, continual, or repeated absence through illness may not be acceptable to us.

In deciding whether your absence is acceptable or not we will consider the reasons and extent of all your absences, including any absence caused by illness. We cannot operate with an excessive level of absence as all absence, for whatever reason, reduces our service levels.

We will take a serious view if you take sick leave which is not genuine and it will result in disciplinary action being taken.

If we consider it necessary, we may ask you to be independently medically examined and assessed. The doctor will forward the assessment report to the organisation.

### **Review**

The initial entitlement to statutory sick leave will be up to three days' medically certified leave in a year.

The scheme is being rolled out as part of a four-year plan as set out below:

- 3 sick days per calendar year in 2023
- 5 days per calendar year in 2024
- 7 days per calendar year in 2025
- 10 days per calendar year in 2026

This Policy will be reviewed periodically to ensure it stays aligned with legislation and good HR practice.