

# Echospace Sick Leave (SLP) policy

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## 1. Purpose and Scope

This Sick Leave Policy outlines the procedures and guidelines for managing sick leave at Echospace. The policy applies to all employees, including full-time, part-time, and temporary staff.

## 2. Reporting Sick Leave

2.1. Notification: Employees must notify their immediate supervisor or manager as soon as possible on the first day of illness and provide an estimated duration of the absence. For illnesses lasting more than one day, regular updates are expected.

2.2. Communication: In the event of an extended illness, employees are expected to maintain open communication with their supervisor regarding their progress and expected return date.

## 3. Medical Certification

3.1. Self-Certification: Employees are required to self-certify for absences of up to 7 consecutive days. Self-certification is achieved by logging absence in Timetastic using the "sick leave"

3.2. Medical Certificate: For absences exceeding 7 consecutive days, a medical certificate from a registered medical practitioner must be provided. The medical certificate should include the nature of the illness and the expected duration of absence.

## 4. Sick Pay Entitlement

4.1. Statutory Sick Pay (SSP): Employees eligible for SSP will receive payments in accordance with the statutory requirements. The eligibility criteria and payment rates are determined by current UK legislation.

4.2. Company Sick Pay: In addition to SSP, Echospace may provide discretionary company sick pay. The terms and conditions of company sick pay, including eligibility criteria and duration, will be outlined in individual employment contracts.

## 5. Return to Work

5.1. Return-to-Work Interview: Following any period of sick leave, employees are required to attend a return-to-work interview with their supervisor or manager. This interview is an opportunity to discuss the employee's well-being and any necessary adjustments to support a smooth return to work.

5.2. Adjustments and Rehabilitation: Echospace is committed to making reasonable adjustments to support employees returning to work after illness or injury. Rehabilitation plans may be developed in collaboration with the employee and relevant healthcare professionals.

## 6. Long-Term Illness

6.1. Long-Term Absence: In cases of extended illness or incapacity, Echospace will work with employees to explore options for reasonable adjustments, rehabilitation, or other support measures. This may include referral to occupational health services.

## 7. Confidentiality

7.1. Medical Information: All medical information related to sick leave will be treated with the utmost confidentiality and shared only with those who have a legitimate need to know, in compliance with data protection laws.

## 8. Policy Review

8.1. Regular Review: This policy will be reviewed periodically to ensure its effectiveness and compliance with legal requirements. Any necessary updates will be communicated to all employees.

## 9. Conclusion

Echospace recognizes the importance of supporting employees during periods of illness and is committed to maintaining a fair and compassionate sick leave policy that aligns with legal requirements and the well-being of its workforce.

A handwritten signature in black ink, appearing to read 'David Murray', with a stylized flourish at the end.

**David Murray**  
Managing Director  
02.12.23