

RJ Power aims to encourage all its employees to maximise their attendance at work while recognising that employees will, from time to time, be unable to come to work because of ill health.

While RJ Power understands that there will inevitably be some sickness absence among employees, it must also pay due regard to its operational needs. If an employee is persistently absent from work, this can damage efficiency and productivity, and place an additional burden on the employee's colleagues.

By implementing this policy, the organisation aims to strike a reasonable balance between the pursuit of its operational needs and the genuine need of employees to take time off work because of ill health.

This policy does not form part of employees' terms and conditions of employment and may be subject to change at the discretion of the management.

**What to do if you are unable to come to work**

- If you are unable to attend work due to sickness, injury, or other incapacity, you must inform your Line Manager by telephone call and followed up in an email to HR at [hr@rjpowergroup.co.uk](mailto:hr@rjpowergroup.co.uk) at least 1 hour prior to your normal start time on the first day of absence, or as soon as possible thereafter. Notifications of absence by text or voicemail are not acceptable,
- You should give an indication of the likely length of your absence and keep us regularly informed of any changes, daily updates may be required for short term absences
- Failure to notify your absence correctly may affect sick pay claims and may result in disciplinary action,
- If RJ Power is not informed of the reason for absence, then the absence will be treated as unpaid leave, such absence may be treated as unauthorised absence and may lead to disciplinary action being taken.

**Absences of 7 days or less**

- For absences of 1-7 days, you will be required to complete the Company Sickness Absence Self Certification form. The completed form should be forwarded to the HR email address, [hr@rjpowergroup.co.uk](mailto:hr@rjpowergroup.co.uk) A Doctor's 'Fit Note' is not required.

**Absences for more than 7 days**

If you are absent from work for more than 7 days, you will be required to see your GP and gain a 'Fit Note'. A Fit Note (Med 3 Form) which states you "may be fit for work" allows the doctor to give advice on what support you may require. Doctors can provide information on your condition and how it affects your work, which means the Company will be better informed to provide the correct support and adjustments. This may involve a phased return to work, altered hours, amended duties and / or workplace adaptations.

You should advise your Line Manager of the length of time the GP has recommended you refrain from work. A copy of the Fit Note should be sent to your Line Manager.

- It is important that your certificates indicate actual days of sickness even if they are sometimes days when you would not have worked e.g., weekends and bank holidays

**Returning to Work**

- On your first day back to work your Line manager will conduct a Return-to-Work form with you,
- The RJ Power Self Certification form should also be completed at this interview, or a Fit Note given to your Line Manager. These will be returned to your Line Manager for sick payments to be paid / not paid.

**Sick Pay**

You are entitled to receive up to 3 days' full sick pay in a rolling annual leave period. Additional full sick pay is only payable at the discretion of the Directors. Statutory sick pay is to be applied for any periods of sickness which last longer than 3 days if the formal notification procedures have been adhered to.

Employees will receive statutory sick pay for all leave of absence because of sickness if they follow the correct notification procedures as outlined in this handbook and in their contract of employment.

For the purposes of the Statutory Sick Pay scheme the agreed 'qualifying days' are your normal contracted days of work.

Issue no:	3	Date:	Apr 2025	Parent Document:	Not Applicable
Revision Date			Mar 2026	Document Owner	Managing Director
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If, during any period of sickness absence, you have received Company sick pay but are not eligible for SSP, you must claim any State benefits that you are entitled to claim and notify your Line Manager that you have done so.

You should also subsequently inform your Line Manager, in writing, of any payments you receive from such claims. RJ Power reserves the right to deduct from salary payments monies equivalent to the full amount of benefits that you are entitled to claim.

### Time off for Dependents

You may take reasonable unpaid time off to deal with emergencies (sudden or unexpected problems) involving a dependent.

A dependent can be any of the following:

- Your spouse, child, or parent,
- Someone who lives with you (but who is not your employee, lodger, or boarder),
- Anyone who relies on you, when he or she is ill or injured, either to assist them or to plan for their care.

You may only take time off work if you tell your Line Manager as soon as possible why you need time off and how long you expect to be away from work.

### Absent without leave

Failure to follow this policy on the reporting of absence will result in you being classed as absent without leave.

Under our absence policy, where we are unable to contact you, the absence is unauthorised and classed as gross misconduct and could lead to your dismissal

A list of other absences can be found in the Employee Handbook.

All employees and others working for RJ Power, are required to comply with this policy to ensure they co-operate and conduct activities in a responsible manner.

It is the responsibility of RJ Power management and supervisory staff to ensure that this policy and its arrangements are implemented.

This policy will be reviewed annually and revised as often as may be deemed appropriate by RJ Power and then communicated and explained to all employees and sub-contractors.

This policy is available to the public and all other interested parties on request.

## Accepted for Issue By:



**Andrew Pierce, Managing Director,  
RJ Power Networks.**  
31<sup>st</sup> March 2025

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