

Sickness Absence Policy & Procedure

Adopted by Trustees 19/03/26

1. About this policy and procedure

This policy and procedure apply to all employees, including those on fixed-term contracts. It doesn't apply to casual workers, agency workers or contractors.

2. Sick Pay

In the event of incapacity for work due to sickness or injury employees should be entitled to Statutory Sick Pay (SSP). CCF follows the terms of SSP and extends it to pay:

- normal pay for the first four weeks of a period of incapacity for work (PIW),
- half normal pay, if more than SSP, for the next four weeks of this incapacity for work,
- SSP then pays the employee, assuming he or she is entitled, for a further period. At the time of writing, this was 20 weeks. For up-to-date details, see [gov.uk's guidance on statutory sick pay](https://www.gov.uk/guidance/statutory-sick-pay).

3. How to report sickness absence

Staff should notify their line manager by phone call or text message on the first day of absence at the earliest possible opportunity. If absence continues beyond a week, staff should make contact at least once per week.

This procedure applies regardless of whether staff work from the office, from home, or a combination of the two.

4. How to certify sickness absence

On return to work after any period of sickness/injury absence (including absence covered by a medical certificate), staff are required to complete and sign a return-to-work form, which should also be signed by their line manager.

Staff should provide their line manager with a doctor's certificate for absences exceeding seven calendar days.

5. Monitoring

Absences are recorded and monitored by the General Manager and reported to Trustees bi-monthly meetings.

6. Support for staff

Cambridge Carbon Footprint aims to create a workplace culture that promotes and supports the health and wellbeing of all staff. To this end we aim to:

- ensure staff have clear job descriptions, objectives and responsibilities, as well as the training to do their job well
- offer employees flexible working hours
- set and review realistic targets and deadlines to prevent stress and excessive working hours
- review staff wellbeing as part of regular 1-1s and annual appraisals
- deal with conflict quickly and ensure the workplace is free from bullying, harassment, racism or discrimination
- encourage staff to take a lunch break away from their desks

7. Reasonable adjustments

Cambridge Carbon Footprint will make reasonable adjustments for staff with disabilities or long-term health conditions.

8. Data protection

Information about someone's health is classified as sensitive personal data and processed and stored in line with Cambridge Carbon Footprint's data protection policy and privacy notice.

This policy is based on guidance from NCVO, see [Sickness absence policy guide | NCVO](#)

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