

Company Name

STAFF ABSENCE NOTIFICATION POLICY

If you are absent from work due to sickness or injury you must:

1. notify us by ringing or advising that you will not be able to report for work, the reason for the absence and an estimate of how long you will be away from work. Where due to the sickness or injury you are personally unable to ring in, then you should arrange for a relation or friend to ring in. You should ring in by[time]. Texting is not acceptable.
2. complete a self-certification form to cover the first seven calendar days of any absence
3. provide a doctor's certificate to cover all periods of absence longer than seven calendar days
4. keep us informed of your progress.

All accidents and injuries which occur whilst on the company premises or on authorised company business must be reported as soon as possible to Full details must be given as to how the injury happened, together with its nature and extent. Failure to report that an accident or injury at work has occurred may affect any RIABS claim or company sick pay.

Failure to comply with the above may result in disciplinary action under the yard's disciplinary procedures.

This policy is non-contractual.