



## **Sickness/Injury and Holiday Cover Policy**

- You should inform the Line Manager by phone.
- No member of staff should be using the coaches' forum or text inform the Manager of your sickness/injury.
- You are responsible to find cover, therefore after you have phoned in you can put a message on the coaches' forum stating you require cover due to illness or injury.
- Another call must be made to your Line Manager stating who it is (but we would need to see evidence that the person has agreed by them replying to your cover request on the coaches' forum).
- You should then keep your Line Manager or Club manager updated at reasonable intervals as to your likely return to work. You must:
  - provide a self-certification form for an absence that lasts from four to seven consecutive days, including days off, if required;
  - provide a signed Statement of Fitness for Work (Fit Note) for an absence that lasts for eight or more consecutive days, including days off;

If your absence continues, you must continue to produce medical certificates to cover your absence. These certificates will be retained by BGC and used to calculate any Statutory Sick Pay to which you may be entitled.

### **Returning to Work**

In all cases you must report to you Line Manager before resuming work. A return-to-work interview will be conducted on the first day of your return to work.

The Company reserves the right to refuse or to terminate the payments of benefits when: (a) you have not kept the Company reasonably informed about your absence, (b) the Company has any justifiable doubt about the validity of the reason for your absence, (c) in the Company's opinion the reason for your absence is attributable to negligence or misconduct on your part or (d) you have been disqualified from receiving benefit under the Social Security's Acts.

All unauthorised absence, or failure to comply with this procedure, may be a potential Disciplinary matter.

## **Holidays**

The numbers of Employees who may be granted holiday at any one time, will be at Management discretion, taking into account the demands of the business.

It is the responsibility of Employees to ensure that requests for annual holiday have been made in advance (4 weeks of holiday date) and formal approval given by Management **before** making their holiday arrangements. Holiday taken without proper request and approval will be deemed to be unauthorised absence and will be dealt with accordingly.

## **Holiday cover**

It is the responsibility of the staff member going on holiday to find cover and document this on the request form as signatures from all covering staff is needed. When you cover any other staff member for holidays/absences you will be paid your normal hourly rate and not the rate of the coach you are covering.