



SICKNESS ABSENCE POLICY

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Responsible person: W Benson

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SICKNESS ABSENCE POLICY

Introduction

Kids Kabin is committed to promoting the health, safety and wellbeing of its workforce. Maintaining good levels of attendance is essential to the success and operation of the company.

It is recognised that employees will, from time to time, have genuine illnesses, injuries or other reasons which prevent them from attending work and performing their duties. However, all and any absences will have an impact on the ability of the business to function and on the health and wellbeing of other employees.

Kids Kabin understands that by taking a proactive, considerate and consistent approach to the ill health and absence from work of employees, it can effectively manage the effect of absence on the operation of the company and help improve the health, safety and wellbeing of its employees.

This procedure is designed to promote good practice and allow the effective management of employee absence. We promote a process of regular communications between employees and their managers with regards to absences and the reasons for them.

This policy also outlines the process to be taken when an employee is incapable of carrying out their job role due to a long-term illness or a disability, the outcome of which could be a transfer to another position or a dismissal on the grounds of capability.

We reserve the right in respect of capability issues to take into account your length of service and/or status as a casual worker and vary the procedures accordingly. Workers without employee status may be entitled to sick pay if they meet qualification requirements, but may not be in receipt of any formal warnings before termination of contract. If you have a short amount of service, you may not be in any receipt of any formal warnings before dismissal, but you will retain the right of appeal.

“Sickness absence” is defined as an incapacity to carry out the duties and responsibilities which the employee is contractually obliged to do because of their illness or accident and resulting incapacity to work.

This policy therefore applies to absence caused by personal illness or accident, not to the need to take time off work because of the illness or accident of others, e.g., children or partners.

Any employee who fails to comply with notification or certification procedures contained within this policy, or otherwise abuses Kids Kabin's rules on sickness absence, should know that the matter will be dealt with under the disciplinary procedure.

Procedure

Notification

If employees are unable to attend work due to sickness absence, they must notify their line manager as soon as possible and at the latest, by 30 minutes before their usual start time. This will be by telephone on the first day of the absence. They will need to explain why they are unable to attend and indicate when they will likely be able to return to work.

The employee should agree with the line manager how regular contact should be in the event the absence continues. However, the following guidelines should normally apply:

- Every day during the first week of absence

- Thereafter once weekly and whenever new information is available, even where a medical certificate has been provided

Notification by text or e-mail message is only acceptable when a telephone call is not reasonably practicable. Notification by a family member/friend is only acceptable when it is impossible for you to notify personally.

If you are unable to contact your line manager, you should leave a message for them including a current phone number so that they can return your call.

Certification

Employee absences should be certified via a fit note from a GP, or other relevant clinician, such as a nurse, occupational therapist, pharmacist, or physiotherapist working a general practice or hospital setting. However, if the employee is absent for seven calendar days or less in each instance, the employee may instead self-certify their absence.

For absences of seven consecutive calendar days or less, upon their return to work, a self-certification form should be completed and passed to the employee's line manager.

For absences of eight days or more, a fit note is required. Fit notes are issued by a medical professional working in a general practice or hospital setting, and should be passed to their line manager upon their return to work, or sent on as soon as they are received. The fit note should cover each day of absence and, if multiple fit notes are issued, they should be posted to the employee's line manager with a brief explanation of their absence, the condition and, if known, their expected return to work date or next medical appointment.

Failure to follow the certification process outlined above may be considered misconduct and may be dealt with under the Disciplinary Policy. Contractual sick pay and SSP (statutory sick pay) may be withheld during this time.

Return to work

On return to work, the employee should report to their line manager before they begin work. They will ask about the illness and recovery. They will also ask the employee to complete a self-certification form for the first seven days of illness. They need to countersign the self-certification form (Appendix 3) if the employee is to receive any sick pay for which they may be eligible. No matter how short the period of sickness, it must be covered by a self-certification and/or doctor's certificate.

Please note: the seven days includes those days on which the employee does not normally work, e.g. weekends and public holidays.

In all circumstances a return to work interview will be arranged by the line manager with the employee. The return to work interview will confirm the employee's fitness to return to work, update the employee on any changes that may have taken place in the workplace during their absence, and confirm whether any necessary support is required and make arrangements for this as appropriate.

The employee's sickness absence will be marked on the employee's personnel record.

Fit notes

A fit note may make a recommendation for temporary changes to be made to the employee's working environment or conditions to facilitate a return to work.

Where a fit note is marked as “may be fit for work”, the note usually sets out the possible alternations or amendments that could be made to the employee’s working practices to facilitate their fitness for work. Examples of the options available are:

- phased return to work
- amended duties
- altered hours
- workplace adaptations.

If the employee’s doctor provides a certificate stating that the employee “may be fit for work” the employee should inform their Line manager immediately. Kids Kabin shall discuss with the employee whether there are any additional measures that may be needed to facilitate the employee’s return to work, taking into account the doctor’s advice. If appropriate measures cannot be taken, the employee will remain on sick leave and Kids Kabin will set a date to review the situation.

Adjustments to the employee’s work

Kids Kabin will send a letter confirming the discussion and any agreed adjustments that will be put in place, how long they are expected to last for, and set a date for a review of the measures. The changes should be temporary and should not be considered permanent changes to the terms and conditions, unless otherwise agreed.

A review will be arranged before the end of the adjustment period to assess their continued suitability against the employee’s medical needs, and the needs of the business. It may be that any adjustments are continued, amended, or stopped. A discussion will take place with the employee to confirm this.

Phased return

Should a phased return be recommended by a medical professional, or if Kids Kabin deems it to be appropriate to help the employee settle back into work, this will be discussed with the employee. A plan will be put in place as to how the return will be managed, and review dates will be set with a view to building the employee back to their full duties and hours.

Kids Kabin will confirm in writing the employee’s return to work plan. This should not be seen as a change to the employee’s terms and conditions, and it may be subject to change depending on the employee’s medical needs or the needs of the business.

Pay

Statutory sick pay (SSP)

Subject to your compliance with the Company’s sickness absence procedures (as amended from time to time) and your personal eligibility, you will be entitled to receive Statutory Sick Pay (SSP) in accordance with the provisions of the Social Security Contributions & Benefits Act 1992 (as amended).

Workers without employee status may be entitled to sick pay if they meet qualification requirements.

There is a limit of 28 weeks SSP in any one period of sickness or linked periods. (Periods of sickness are said to be linked if the second period starts within eight weeks of the end of the first period.)

SSP payments are made subject to tax and national insurance deductions.

Occupational sick pay

Each employee will be entitled to full pay for no more than 10 days of sick leave (pro rata) during a 12 month period.

Any occupational sick pay (i.e., sick pay over and above the statutory amount) paid by Kids Kabin is entirely at the discretion of management but will not be unreasonably withheld as long as the employee has conformed to the notification requirements and has produced any necessary medical certificates, including self-certificates.

Sick pay from Kids Kabin includes any entitlement the employee may have to SSP. Once payment from Kids Kabin ceases, the employee will still be entitled to SSP (for up to 28 weeks sickness in total).

Kids Kabin reserves the right to refuse to pay sick pay (including SSP) if it has reasonable cause to think that the employee is not genuinely sick, or if it has cause to believe that the employee is abusing the sick pay scheme.

Pre-booked annual leave and sickness

Should an employee fall sick during a pre-booked period of annual leave, then they may ask for the annual leave period to be re-arranged. Should this arise, the employee will need to provide some form of medical proof of their sickness, such as a fit note. Where the annual leave is re-arranged, the original period will be treated as sick leave and be paid in accordance with the sick pay entitlements. Should this sickness absence lead to absence levels triggering the next stage in the above-mentioned procedure, then it will be dealt with accordingly.

Unpaid sickness

Employees who are not eligible for SSP or for payments under Kids Kabin sick pay scheme will take that period of sickness as unpaid. No variable payments such as commission or bonuses may be paid and no basic pay shall be made.

Employee's annual leave entitlement will only accrue at their statutory entitlement under the Working Time Regulations 1998, i.e. pro rata up to a total of 28 days per annum. This includes public holidays.

Workplace accidents

All accidents should be reported to the line manager immediately to ensure that full and accurate records of all incidents are maintained.

All accidents will be monitored and investigated to improve health and safety at work.

During any period of absence resulting from an accident in the workplace the employee may receive full pay for a period of up to 10 working days (pro rata).

The line manager is expected to keep in contact with the employee during this absence period to offer support and assistance to facilitate a safe return to work. Employees must not return to work until certified fit to do so.

Medical examination

Occupational health

If Kids Kabin has cause to be concerned about the employee's health, e.g., the employee has had a number of periods of sickness absence for the same reason in a short period, or the employee's absence has become long term, defined by the business as an absence lasting for four weeks or more, then the employee's line manager may suggest that the employee undertake an assessment with Kids Kabin's preferred medical provider.

In certain circumstances, especially if the employee's sickness absence may impact on the employee's long-term employment, then Kids Kabin may ask the employee to consult a medical practitioner of its choice, to have the employee's fitness to work arrangements assessed and confirmed.

Should Kids Kabin seek further medical information, the employee will be provided with detailed information relating to the report, and the employee's access to it, and the employee will be asked to provide written consent.

Access to medical reports

Kids Kabin may need to request a copy of the employee's medical reports or medical records to assist in the assessment of the employee's medical condition. The employee's consent, in line with requirements under the Access to Medical Reports Act 1988, will be obtained prior to Kids Kabin making contact with the employee's GP and the employee is entitled to see a copy of the documentation provided. In line with data protection legislation, the employee will also be given details on the reason for the examination, what Kids Kabin intends to do with the data obtained and the lawful basis for processing the data.

Should medical information be obtained by either route, Kids Kabin will meet with the employee to discuss it. There may be changes required to the employee's work or Kids Kabin's processes as a result of the medical information obtained, in which case this will be discussed and agreed with the employee where business requirements allow. Any outcomes will subsequently be provided to the employee in writing.

Frequent and short-term absences

Trigger points

Kids Kabin uses an initial trigger of three instances of short-term absences in a rolling six month period to trigger an informal exploratory meeting.

Absence triggers enable Kids Kabin and line managers to address all absences and ensure absences are managed fairly and consistently.

Kids Kabin aims to apply this trigger on a consistent basis but accepts that there may be times when triggers need to be adapted to accommodate certain long term or temporary medical conditions.

Absences due to illness occurring in pregnancy, or illness that is classed as a disability under the Equality Act 2010 will not be counted.

Informal exploratory meeting

Where absence gives cause for concern i.e. three or more absence periods within six months, the line manager will investigate with the employee the causes for such absence, always recognising that employees with genuine health problems will be treated sympathetically.

The line manager will interview the employee about their poor work attendance, exploring the nature of the problem(s), and agreeing action to improve the situation including a timescale within which such improvement must be made.

This meeting between the line manager and employee should be mutually convenient with the purpose of the meeting known to the employee. At least 24 hours notice given for both parties. The meeting will follow a set format – See Appendix 4

We recognise that employees may find it difficult to discuss particular problems with someone of the opposite sex and an appropriate member of staff may be appointed to act on behalf of the line manager. The line manager will advise the employee of this option prior to any exploratory meeting as detailed above.

Whatever the cause of the absences the aim of any action should be to seek an improvement in the employee's attendance record.

Where the absences are deemed to be short-term absences the line manager will advise the employee of the improvement needed and the standard to be achieved.

The line manager will further monitor absence levels and an appropriate review period should be set.

The employee should be made aware of the implications of failing to meet the required improvements and standards.

Where the cause of absence is related to a health problem which is likely to continue, the long term sickness absence procedure may be followed.

A summary of the meeting will be kept for the employee's personnel file and a copy given to the employee.

Escalation to formal proceedings

Following the informal exploratory meeting, should no improvement be seen in the sickness absence, an investigation into the absence will take place with the employee. A meeting will be held to discuss the absences, and again seek to establish if there is an underlying cause that needs to be accommodated and/or further investigated. Should this not be the case, the employee's line manager may proceed to a formal capability hearing for high absence levels. A first written warning may be the result of a subsequent capability hearing.

Following a first written warning, should the absence continue to be a concern, further investigations will take place. Should the outcome of the investigation be that the absence levels remain unacceptable, then further capability proceedings may take place. Should the previous warning still be in place, this may be built on following capability proceedings with a final written warning.

Dismissal

Following a final written warning, should the absence continue to be a concern, further investigations will take place. Should the outcome of the investigation be that the absence levels remain unacceptable, then further capability proceedings may take place. Should the previous warning still be in place, this may be built on following capability proceedings with a dismissal, following a full examination of the facts and where no reasonable adjustments are appropriate.

Formal capability meetings

The purpose of formal meetings is to review performance against capability and performance standards.

Except in the case where dismissal is proposed, the purposes of the meeting also include: to discuss measures, such as additional training or supervision, which may improve the employee's performance, to set targets for improvement and to set a reasonable timescale for review (reflecting the circumstances of the case).

In a case where dismissal is proposed, the purposes of the performance review meeting also include: to establish whether there are any further steps that could reasonably be taken to rectify the employee's poor performance, to establish whether there is any reasonable likelihood of the required standards of performance being met within a reasonable time and to discuss whether there is any practical alternative to dismissal, such as redeployment to any suitable available job at the same or lower grade.

Kids Kabin will give written notice of the formal meeting, which will normally be held between two days and one week after you receive the written notice. Where ill-health or incapacity is involved Kids Kabin will make reasonable adjustments to enable the employee to attend. For example, meetings may be arranged to take place at an employee's home if agreed. The meeting will be chaired by a manager or board member.

You must take all reasonable steps to attend the meeting. If you or your nominated attendee fail to attend without good reason or are persistently unable to do so, Kids Kabin may have to take a decision based on the available evidence.

The manager/board member chairing the meeting may adjourn the meeting if they feel the need to carry out further investigations in the light of any new points raised at the meeting. You will be given a reasonable opportunity to consider any new information obtained before the meeting is reconvened. The outcome of the formal meeting will be confirmed in writing, normally within five working days.

Please note that it is prohibited for employees to record (whether covertly or otherwise) the proceedings at any informal or formal meeting, without prior written permission. If Kids Kabin discovers that an employee has done this covertly, he or she could be subject to disciplinary action.

Right to be accompanied

You have the right to be accompanied when attending any formal capability meetings or appeal hearings under this procedure. You do not normally have the right to be accompanied at an investigation interview. Your companion may be either a trade union representative, or a colleague and you are required to inform the meeting chairperson who your chosen companion is, in good time before the meeting. If your chosen companion cannot attend the meeting at the time specified, you should inform us immediately and we will seek to agree an alternative time. If the companion is unavailable at the time the meeting is scheduled and will not be available for more than five working days afterwards, we may ask you to choose someone else. The companion may participate in the meeting but should not answer questions on your behalf.

Right to appeal

If you wish to appeal a capability decision, you should do so in writing, to the Company Secretary stating your full grounds of appeal within five working days of the date on which you were informed of the decision. You will be given written notice of the appeal hearing. An appeal hearing will

normally be arranged within ten working days of receipt of the written appeal, and will be heard by two members of the Board and a non-director, which may necessitate using an external management consultant. You have the right to be accompanied during your appeal hearing. Following the appeal hearing, Kids Kabin may:

- confirm the original decision; or
- revoke the original decision; or
- substitute a different decision.

The outcome of the appeal hearing will be confirmed in writing, normally within five working days and there will be no further right of appeal.

Long-term sickness

While Kids Kabin is keen to assist employees who are absent, it cannot offer indefinite support. Kids Kabin will be eager to get any employees on long-term sickness absence back into the workplace as effectively as possible, but the employment may need to be terminated if this cannot be achieved.

Once the employee has exhausted their 28-week entitlement to statutory sick pay, or before, the employee's line manager will discuss with the employee their likely return to work date and what work duties they may be able to fulfil. If necessary, Kids Kabin will ask the employee's permission to approach their doctor or ask them to consult with a medical practitioner of Kids Kabin's choosing, in order to determine the likely length of the absence and identify any reasonable adjustments. If it appears that a return to work in the near future is not reasonably practicable, Kids Kabin will discuss the situation with the employee and it is possible that the employee's employment may be terminated under medical grounds.

Kids Kabin will usually require employees who have been absent for one month or more, or are expected to be absent for one month or more, to return some or all of their equipment. This may be requested so that the equipment can be redeployed to other employees. Equipment will be returned to affected employees immediately upon their return to work.

If there are regular or persistent absences due to illness, injury etc, Kids Kabin is unlikely to be able to support this indefinitely, after making reasonable adjustments. Ultimately, employment may be terminated after full compliance with Kids Kabin's termination procedures in these circumstances. See the dismissal section below for more information.

Should this happen, the employee will receive pay in lieu of the employee's contractual or statutory notice period, whichever is longer, and any outstanding holiday pay. The employee may appeal against the decision to dismiss. Any appeal should be made in writing to the Company Secretary within five working days. The employee has the right to be accompanied to the appeal hearing.

The employee is encouraged to re-apply to join Kids Kabin once the employee is fit to return to work. If there is a suitable vacancy, the employee's application will be given sympathetic consideration.

Updates during sickness

The employee is expected to keep their line manager updated with details of their health and expected date of returning to work.

Line managers will arrange periodic meetings with the employee to discuss their ongoing absence, so that each side is kept up to date with developments.

The location of these meetings will usually be at the employee's usual place of work but, if a virtual meeting or home visit is necessary due to the nature of the employee's absence, this can be accommodated.

Nominated attendee

In capability cases involving sickness or ill-health where the employee is unable to attend formal meetings due to their illness, they may nominate a family member or other person appropriately connected with their affairs (nominated attendee) to attend and act in their place. If an employee is incapable of nominating an attendee, The Company may nominate another person on their behalf. The nominated attendee may then choose to be represented at the meeting by a trade union representative or work colleague of the employee.

Disability

Kids Kabin has a duty to make reasonable adjustments where an employee has a disability covered by the Equality Act 2010.

If the absence is because of a disability or the illness leaves the employee in a mental or physical condition which falls within the definition of a disability, Kids Kabin will do whatever it can to make reasonable adjustments to their job to enable them to carry on working. If effective adjustments cannot be made, dismissal may have to take place.

The duty to make the adjustments is 'reasonable' so if the suggested adjustment is not viable it will not be made. It may also be the case that no reasonable adjustments are possible to facilitate a return. There may be no alternative roles or employment available and if there is no prospect of the employee being able to return to work in the near future, it may be inevitable that a decision to dismiss is the last and only option.

The duty to make reasonable adjustments covers elements, such as making changes and adjustments to working hours, adjusting existing equipment, provision of different equipment and amending workplace practices, if the employee is placed at a substantial disadvantage. It may also involve physical changes, such as to the building entrance points, or alterations to the floor plan, furniture etc.

The employee will be consulted fully on these.

If the absence is because of the employee's association with another person who is disabled, then Kids Kabin will consider reasonable adjustments to enable them to keep their absence to a minimum.

Alternative employment

If an employee is unable to continue in their current role due to ill health or disability, and no adjustments can be made, then Kids Kabin will make reasonable efforts to find suitable alternative employment within Kids Kabin. In these cases, the employee's terms and conditions may change from the current role to the alternative role and necessary training will be provided.

Ill-health dismissal

This process would be considered, if the employee is unable to carry out their current duties and there are no suitable alternative roles identified within Kids Kabin.

Prior to considering dismissal, Kids Kabin will:

- discuss the process with the employee
- obtain medical opinion

- consider any adaptations that can be made to their current role in line with the requirement to make reasonable adjustments under the Equality Act
- consider any other suitable roles in Kids Kabin.

Dismissal meeting

A formal invite letter will be sent to the employee inviting them to attend a meeting, informing them that a possible outcome of this meeting is a dismissal based on capability. The employee has the right to be accompanied at the meeting by a trade union official or a colleague.

At the meeting, the line manager will:

- discuss the reasons for the employee's absence
- review the process so far in terms of support offered to allow the employee to continue in the role
- offer the employee the opportunity to raise any concerns with the process, provide evidence or make representations
- discuss the lack of availability of alternative roles
- ensure detailed notes are taken in the meeting.

If any new information comes to light in this meeting, the meeting will be adjourned to allow a full consideration of this information. The meeting will then be reconvened to inform the employee of the decision. Where a decision to dismiss is reached, this will be confirmed to the employee in writing, and the employee will have a right to appeal as above.

Protecting the employee's data

All personal data obtained during sickness absence procedures will be handled with the utmost integrity and confidentiality and in line with our data protection policy. Employees may be reminded of the types of data Kids Kabin holds, including data on health, and our practices in relation to that data by reviewing Organisation's privacy notice.

Appendix 1 – Consent to apply for a medical report

KIDS KABIN

ACCESS TO MEDICAL REPORTS ACT 1988

Before an application for a medical report from any doctor is made your consent is required.

Before signing in the space below, you should know that you have certain rights under the 'Access to Medical Reports Act 1988'. These are set out below.

- a) You can withhold your consent, either before the report, or after having seen it.
- b) You can see the report before it is sent to Kids Kabin, or during the 6 months after that.
- c) You can ask the doctor if s/he will amend any part of the report which you consider to be incorrect or misleading. If the doctor is not in agreement, you may append your comments.
- d) The doctor can withhold from you the report, or part of it, if s/he thinks you would be harmed by seeing it.

KIDS KABIN LIMITED

CONSENT TO APPLY FOR A MEDICAL REPORT

I have been informed of my statutory rights under the Access to Medical Reports Act 1988, as explained above. I hereby consent to Kids Kabin seeking medical information from any doctor concerning anything which affects my physical or mental health and I agree that a copy of this consent shall have the validity of the original.

I further consent to any personal examination by the Doctor so nominated.

I wish to see the report before it is sent to Kids Kabin *

I do not wish to see the report before it is sent to Kids Kabin *

* = Please tick one box only

Signature.....Date.....

Name with initials.....

After completion of this form please return to Kids Kabin Limited

Appendix 2 – Notification of application for a medical report

KIDS KABIN

NOTIFICATION OF APPLICATION FOR A MEDICAL REPORT

Recently you gave consent for Kids Kabin to make an application for a medical report to be made to a doctor regarding your physical or mental health and indicated that you wish to see the report before it is supplied to us. You will recall that attached to that consent form was an explanation of your rights under the 'Access to Medical Reports Act 1988' and which you were advised to keep.

In accordance with the Act, this is to notify you that an application for a medical report has now been made and to remind you that you will have 21 days from the date of that application in which to make arrangements to see that report before the doctor supplies it to Kids Kabin.

To enable a speedy consideration of your case it is in your interest to contact the doctor (name and address below) as soon as possible to make arrangements to see the report. Should you decide not to contact the doctor, he or she will supply it to Kids Kabin after the 21 day period has expired.

You will still, however, have six months to ask your doctor to see or have a copy of the report after it has been sent. But you will, of course, have lost the right to append any written statement to that report giving your views of its contents.

Name and address of the doctor to whom the application for a medical report was made:-

Name.....

Address.....

.....

Date application was made to the doctor.....

KIDS KABIN

UNDER THE TERMS OF THE "ACCESS TO MEDICAL REPORTS ACT" 1988

Employees and prospective employees have the right of access to any information about their medical condition before it is supplied to Kids Kabin by a medical practitioner. If the employee has asked to see this information, the medical practitioner cannot send his or her report to Kids Kabin until the individual has had access to it and given his or her consent to it being sent forward.

Individuals who wish to see the information in the report must arrange access with the medical practitioner within 21 days of notification that such a report has been requested. (Those who have indicated to Kids Kabin that they wish to have access to the information about their medical conditions should be informed immediately that a report from the medical practitioner has been requested).

A medical practitioner may withhold certain information in his or her report provided for in the Act, but if this extends to the whole report the individual has a right to withhold consent for its submission to Kids Kabin.

If the individual regards the information in the medical report as incorrect or misleading he or she can ask in writing for it to be amended. (If the medical practitioner concerned does not accept that the information is incorrect or misleading, he or she is not required to make any amendments; in these circumstances the medical practitioner must invite the individual to prepare a written statement on this disputed information which must be attached to the medical report when it is supplied to Kids Kabin.

The individual has the right to see the information about his or her medical report for up to six months after it has been supplied to Kids Kabin.

Appendix 3 – Self certification form and return to work following sickness

Name of employee:	Line manager:
Job title:	Date of meeting:
First day of absence: Last day of absence: Date of return to work:	
Total time absent:	days
<p>This form must be completed by the line manager for all employees on their return to work following an absence. The format of the interview should be determined by the reason for the absence and the individual circumstances.</p>	
Was the correct reporting procedure followed? If No, please state reasons below:	Yes / No
Discuss reasons for absence and detail below: Please specify symptoms, for example 'headache, vomiting, diarrhoea, shivering, coughing'	
Review the employee's absence record over the previous 12 month period. Is there a regular pattern of absence? If Yes, please detail below:	
Are there any reasonable adjustments which should be considered?	
Main work updates from Kids Kabin while the employee has been absent	
Summarise agreements and next steps below:	
<p>Data Protection Act 1998</p> When completed, this form may contain sensitive personal data as defined by the Data Protection Act 1998. It must be kept secure and confidential.	
Signature of line manager	
Signature of employee	
Date	

Appendix 4 – Informal meeting to discuss sickness absence (3 or more periods in a 6 month period)

Name of employee:	Line manager:
Job title:	Date of meeting:
<p>Period of absence covered: Number of absences: Total number of days:</p> <p>The Line manager should consider whether any patterns have been identified eg. absences always fall on a Monday. The Line manager should complete the section above and provide a summary to the employee at the start of the meeting.</p>	
Total time absent:	days
<p>This form should be completed by the line manager for all employees if there are 3 or more periods of absence in a 6 month period.</p>	
<p>Are the causes of absence recorded accurate? (please ensure that symptoms are recorded eg. 'headache, vomiting, diarrhoea, shivering, coughing')</p>	
<p>Are there any long term health issues that we should be aware of that have contributed to the number of days off?</p>	
<p>Discuss reasons for absence and detail below:</p>	
<p>Are there reasonable adjustments at work that could be considered to improve the employee's sickness absence?</p>	
<p>Any actions agreed by the line manager and employee to improve sickness absence:</p>	
<p>Summarise agreements and next steps below: In most cases, the outcome will be that the employee's sickness absence will be monitored for a further period. This will be decided by the line manager after the meeting and communicated to the employee within a week from the meeting.</p>	
<p>Date of follow up meeting:</p>	
<p>Data Protection Act 1998 When completed, this form may contain sensitive personal data as defined by the Data Protection Act 1998. It must be kept secure and confidential.</p>	
Signature of line manager	
Signature of employee	
Date	