

Moorhouse Sickness Absence Leave Policy



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1. Introduction

Moorhouse aims to promote a fair, consistent and supportive approach to employees experiencing sickness and injury and ensures that employees are treated in a fair and reasonable manner, without discrimination or bias.

This policy reflects our shared responsibility:

- Moorhouse is committed to supporting employees during periods of illness or injury, while employees are expected to manage their absences proactively and keep the company informed. By maintaining open communication and adhering to the procedure outlined both parties can work together to ensure that sickness absences are managed sensitively, effectively and fairly.
- Maintaining an effective process to monitor and understand the reasons for absences, and when necessary, investigating patterns of unexplained continuous and/or frequent periods of unauthorised absence.

This policy outlines the options available to you and if you need to take time off work due to sickness and injury, whether short term or long-term (planned or unplanned), and the process you must follow to ensure proper notification, documentation and to allow us to provide appropriate support.

2. Definitions

Discretion: Refers to Moorhouse's ability to assess each individual absence and determine appropriate actions based on the specific context and circumstances. While discretion is applied, it will always be exercised fairly and consistently, ensuring that all employees are treated equitably in line with the company's values and policies.

Short-term Absence: Absence that is up to 7 consecutive calendar days or less (including weekends, public holidays and/or non-working days).

Long-term Absence: Absence that is from 8 consecutive calendar days or more (including weekends, public holidays and/or non-working days).

3. Links to other Policies

- Family Friendly Leave Policy



4. Notification of Absence due to sickness or injury

Employees are responsible for notifying their Engagement Lead and Talent Lead to explain that they will be absent from work.

This communication may be by phone or email, but it should take place by 9.00am on each working day of absence. When giving notification, employees should give a reason for the absence and, as far as possible, provide an indication as to how long they expect to be absent.

Failure to report sickness absence, in accordance with this policy, on a regular basis may result in loss of pay and disciplinary action.

5. Sickness Certificate

Employees can self-certify for up to five working days sickness absence, without requiring a doctor's certificate. Upon returning to work, employees must update their absence in MyHR.

If the sickness or injury extends beyond seven consecutive calendar days (including weekends, public holidays and/or non-working days), a doctor's certificate (FitNote) will be required. The certificate should be emailed to the People & Talent team mailbox as soon as possible. The dates on the certificate must cover the entire period of absence, including weekends, public holidays and non-working days if applicable.

Failure to produce a Fit Note may result in the absence being considered unauthorised and, in this situation, payment of salary may be suspended.

6. Absence due to Surgery or Hospital Care

Any planned absences required for medical procedures or inpatient care in a hospital will be covered by the process described above.

The need for any likely adjustments to working arrangements, as a consequence of the surgery, should be addressed with your Talent Lead and Engagement Lead to ensure that the company is fully aware of the situation and able to make any necessary plans to support your return to work and effective rehabilitation. It may be appropriate for either your Talent Lead or Engagement Lead to seek further guidance in confidence from People and Talent.

The need for time off work before a medical procedure should also be discussed with your Talent Lead and Engagement Lead. Depending on circumstances, paid leave may be granted. Otherwise, it may be possible to use annual leave or unpaid leave.

7. Time off for Medical Appointments

Wherever possible, appointments should be taken outside of working hours to minimise disruption to work. Where this is unavoidable, employees should give as much notice as possible to their Engagement Lead of the expected time they are likely to be out. Where this amounts to half a day or more, the employee should self-certify, and paid leave will be approved subject to the reasons of sickness. In this case, if the appointment is due to unexpected illness, and post-surgery follow-up then leave should be granted.

Time taken for routine checks such as dental routine check, are not recorded as sickness absence, providing appointments do not occur on a frequent basis, the employee will be paid as normal. It is recommended that flexible working hours are agreed with the employee's Engagement Lead or Talent Lead.

If an employee is pregnant, they are legally entitled to paid time off during working hours to receive antenatal care as advised by their GP, midwife or registered health advisor. Please refer to the Family Friendly Leave Policy for further information.

If an employee has a disability as defined under the Equality Act 2010, they will be able to have time off work to attend medical appointments, related to their condition. Moorhouse will provide a duty of care to make reasonable adjustments to assist them in their role.

8. Eligibility for Pay during Absence due to Sickness or Injury

Statutory Sick Pay (SSP)

Employees who are absent from work due to sickness or injury may be entitled to receive Statutory Sick Pay (SSP) at the appropriate rate, starting from the fourth (qualifying) day of absence (unless there has been a previous period of absence in the 8 weeks prior to this absence). SSP is payable for up to 28 weeks. The rate for SSP is set by the Government and reviewed annually.

Company Sick Pay

Subject to compliance with Moorhouse notification process and provision of medical certificate, Moorhouse has a discretionary company sick pay scheme (based on a rolling 12-month period) as follows:

- During your probation period Moorhouse will pay up to 10 days of sickness absence at full pay (further paid leave that exceeds 10 days will be approved on a case-by-case basis).
- After successful completion of the Probationary period, and regardless of years of service, all Moorhouse employees have access to up to 6 weeks of sickness absence at full pay and a further 6 weeks of sickness absence at half pay. This benefit will be at the discretion of your Talent Lead, in consultation with your



People and Talent Business Partner. Further paid or unpaid leave is discretionary and considered on a case-by-case basis.

- Any paid sick leave under this scheme will include SSP and is not in addition to it.
- Sick Pay During Other Leave
- Employees who are on Sabbatical Leave or New Parent Leave (including maternity, paternity, adoption, or shared parental leave) will not be eligible to receive Company Sick Pay during this period.

In line with statutory requirements, employees are also not eligible to receive Statutory Sick Pay for any period of sickness that occurs while they are on statutory parental leave.

9. Occupational Health (Independent Medical Assessment)

To support the employee's optimal health and wellbeing, it may be necessary for Talent Leads to request that the employee, at the company's expense, be examined by a relevant, independent medical practitioner of its choice. In this event, the employee will be asked to consent that the doctor carrying out the examination may disclose and discuss the results of the examination with Moorhouse where appropriate. Talent Leads must always discuss occupational health assessments with their relevant People and Talent Business Partner beforehand.

10. Sickness or Injury during Annual Leave

If an employee falls sick, or is injured whilst taking annual leave, they may choose to instead take the period affected as sick leave and defer the annual leave to a later date. In this event, a medical certificate must be provided for the period affected.

11. Extended Sick Leave due to Ill Health

It is important to note that long-term absence due to ill health may be putting continued employment at risk. Where possible, in alignment with paragraph 9 of this policy, Moorhouse will endeavor to support employees with reasonable adjustments and seek to understand appropriate measures to support the employee's early return to work (see paragraph 13).

If an employee is unable to return to work in the longer term, we will consider whether they are entitled to any benefits under their contract and/or any insurance schemes/Pension we operate.

Employees on extended period of sick leave continue to accrue their statutory annual leave entitlements (28 days including bank holidays) and may still wish to take annual leave as



long as the proper notice is given. If this situation arises, employees should contact the People and Talent team for further guidance.

12. Decision to Dismiss due to Ill Health

A decision to dismiss due to ill health may be made in relation to both short, intermittent sickness absence and long-term absence (as set out above). Consideration will be given to the extent of past absence(s) and the prognosis for future absence(s). Where, for example, there is no likelihood of an imminent return to work or there is likely to be continued intermittent absence(s) it may be necessary to consider dismissal on the grounds of capability. This decision will normally only be made after the following stages have been exhausted:

- All opportunities to facilitate the employee's return to work, or to maintain an acceptable level of attendance, have been explored.
- Up to date medical advice has been received. If permission is not forthcoming from the employee to obtain this, Moorhouse will have to make a decision on the information available.
- The employee has had the opportunity to put forward any comments and any suggestions they may have, which may facilitate and maintain their continued attendance at work.

Employees will have the right to appeal.

13. Keeping in Touch and Return to Work

During absences from work due to sickness and injury, the employee's Talent Lead will keep in touch with the employee at regular intervals. In the event of long-term absence, the Talent Lead will agree an approach with the individual to ensure an appropriate level of communication and connection with the firm.

Depending on the circumstances of the absence, shortly before the employee is due to return to work, the Talent Lead may invite the employee to a "return to work meeting" (either in person or by telephone) to ensure the appropriate support is in place to assist the employee's smooth transition. Appropriate support may include reasonable adjustments, phased return to work or suitable duties to ensure work performance effectiveness.

14. Wellbeing and Support Resources

At Moorhouse, we are committed to supporting your mental, physical and emotional wellbeing. You have access to a comprehensive suite of wellbeing resources, including:

- Bupa Private Medical Health Insurance: If you have opted-in to the Private Medical Healthcare insurance you can access a wide range of medical services and support – including the anytime Health Line, Family Mental HealthLine, Menopause HealthLine.



- Aviva Smart Health: All employees have access to Aviva's Smart Health and wellbeing service. The service provides 24/7 Online GP appointment, Mental Health support, nutrition advice, fitness plans, second opinions and Health checks it is available 24/7.
- Employee Assistance Programme (EAP) via Vivup: All employees have access to our EAP, which provides access to 24/7 confidential support, up to four free structured counselling sessions, critical incident and trauma support and a comprehensive online portal with articles, tools and resources covering mental, physical and emotional wellbeing. If you require further support beyond the four counselling sessions, please speak to your People and Talent Business Partner.

