

Sickness

If you are unable to go to work because of sickness or injury, you should:

On the First Day of Absence

Notify your immediate supervisor (line manager) as soon as possible on the first working day of absence that you are unable to attend work. For Police Officers this would be preferably before the start of the shift, if this is impossible it should be within 1/2 an hour of the start of the shift. For day staff this should be prior to 9.30 a.m. Preferably, this should be done in person and by telephone. Only in exceptional circumstances (i.e. you are incapable of getting to a phone) should somebody else report in for you. If your immediate supervisor is not available, you should speak to another supervisor. You will be expected to provide the reason for your sickness, the expected length of your absence, and the anticipated date of your return to work (if known). In the first instance you should always endeavour to contact your supervisor personally. However, if because of your illness, you are unable to do this then you should arrange for someone else to do it on your behalf. Supervisors will ensure completion of Form A9.1 is commenced and appropriate notifications, in line with District/ Departmental policy are adhered to. (E.g. Inform Resource Centre, Duty State Manager, Administration, Witness Warning Clerk etc.)

Self Certificated Sick Leave

If you are absent for between one and seven days (including weekly rest days and Bank Holidays) it is the individual's responsibility to keep their Supervisor/manager updated regarding their condition. In addition the Supervisor may make telephone contact, with the individual, during this period. Providing the Form A 09-01 has been initiated by the Supervisor, this will act as self certification for Statutory Sick Pay purposes.

Eighth day Absence

If your sickness absence continues beyond seven working days (including weekly leave days and Bank Holidays) you must obtain a medical certificate from your Doctor immediately. You should also personally contact your immediate supervisor (line manager) again and give reasons for your continuing sick leave, likely duration and anticipated return to work (if known). You should also give the expiry date of your medical certificate and forward it to your immediate supervisor as soon as possible.

Your fitness for duty may be challenged first by way of a referral to the Force Medical Officer and, if then the Force Medical Officer and your Doctor disagree on your fitness for duty, by reference to a third Medical Practitioner on appeal.

If, on any day you have, during the period of 12 months ending with that day, been on sick leave for **183 days**, you will cease for the time being to be entitled to full pay and become entitled only to half pay.

If, on any day you have been on sick leave for the whole of a period of 12 months ending with that day, you cease for the time being to be entitled to any pay whilst on sick leave. The Chief Officer retains the discretion, however, to extend the period of entitlement to, as appropriate, full pay or half pay.

For further details as to how this would affect you, please contact your local representative.

Court appearances – whilst sick

If a member is certified as unfit for duty by a Doctor, and is due to give evidence in Court, unless the reason for the certification prevents the member from giving evidence (e.g. stress, throat infection, hospitalisation), the member is obliged to attend to Court and give evidence.

Injury sustained on duty

Any injury suffered whilst on duty (e.g. assault, a road traffic accident, falling over loose equipment, disease, stress, etc.) should be reported to your Supervising Officer and to the local offices of the DSS to have it classed as an industrial injury. They may invite you to claim for industrial disablement benefits. This is an entitlement and may assist in getting an ill health/injury pension, even at a much later date.

It also covers you should that injury cause further aggravation or deterioration.

Any injury received at any sport or game will not be regarded as an injury on duty, unless the sporting activity is part of a training programme or otherwise carried out in duty time under a specific order (e.g. PSU training).

In respect of any injury suffered by you (whether or not incurred on duty) you should notify the Federation Office with a view to obtaining advice as to the possibility of a civil claim and/or a claim under the criminal injuries compensation scheme.

If you are a contributing member of our [Group Insurance Scheme](#), and are absent from work due to an on or off duty accident for more than 14 days, you are entitled to make a claim (currently £21 per week up to a maximum of 104 weeks).

Contact the Federation Office for a claim form.