

Absence policy

Sickness absence reporting

If you fall ill and cannot attend work, you are in all instances required to:

- Contact your Client and PayStream as soon as possible before the normal starting time on the first day of the absence to inform us of the reason for the absence
- state the reason for your absence and your likely date of return and;
- keep in touch with your Client Contact and PayStream throughout your period of illness.

If the absence is due to sickness, and lasts for up to 7 days (including weekends):

A self-certification form must be completed and sent to us as soon as possible. Copies of the form can be obtained from PayStream on request.

In respect of absences lasting 7 days or longer:

A medical certificate signed by your doctor stating the reason for the absence must be sent to PayStream (info.mymax@paystream.co.uk). Further medical certificates should be sent thereafter as required, to ensure that the entire period of absence is duly covered by such certificates.

If you are unwell and you are unable to obtain a fit note in the time required, you must contact PayStream as soon as possible to explain the situation. We would expect this to be forthcoming as soon as is reasonably practical.

Temporary Self-Isolation Policy

In cases related to Coronavirus:

A self-isolation- note (as opposed to medical certificate) will suffice in respect of absences lasting 7 days or longer. This can be obtained by completing a simple questionnaire at 111.nhs.uk/isolation-note. This will suffice for the period specified if you are not well enough to work.

Under the Health Protection (Coronavirus, Restrictions) (Self-Isolation) (England) Regulations 2020, it is an offence for an employer to knowingly permit a worker who is required by law to self-isolate to attend any place other than where the individual is self-isolating. This includes individuals who are required to self-isolate because they live with someone who has tested positive.

There is also a legal obligation on you as our employee to tell PayStream that you are self-isolating.

You must contact PayStream as soon as possible where you are required by government guidelines and/or by law to self-isolate.

Any individual who breaches self-isolation rules will, normally, commit a separate criminal offence. You must therefore follow the above policies and inform us if you are required to self-isolate for whatever reason; failure to do so may result in disciplinary action.

Contact Details

Given the coronavirus situation, you must make sure that the contact details you have previously provided to PayStream are up to date and that your Client Contact has a telephone number and email address where they can reach you if you are ill and unable to work. You should notify us if there is any developments with your personal situation.

Please see below for advice on Coronavirus from the NHS.

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

(Please note that the guidance and advice links in this policy are being updated regularly please ensure you check the links for the latest advice). This policy does not form part of your contract of employment and can be varied, withdrawn or replaced by PayStream at its absolute discretion.