

Absences from Work

Sickness and Injury

If you are unwell and unable to attend work, you should let your line manager know with as much notice as possible. If you cannot contact your line manager, please phone reception who can pass the information to another relevant manager. Text messages and emails are not preferable ways of communication as they are not always picked up immediately.

During your absence you must keep your line manager / HR informed.

If your sickness period is for more than 7 calendar days, then you must provide the company with a medical certificate to cover the entirety of your absence. KLG reserves the right to request a fit note for any reason even if the absence is under 7 days.

Should you wish to come back to work before your medical note expires you must get confirmation from your Dr that you are fit to return to work. On return, anyone who has been absent for longer than 7 days will need to complete a return-to-work interview with HR to assess whether any reasonable adjustments need to be made to your workload.

KLG will regularly review attendance levels of all employees. If any further action is needed due to concerning levels of absence, KLG may require an alternative medical approach and could outsource an occupational health representative to assess an employee's condition if needed.

Statutory Sick Pay

The maximum period for which SSP is payable is 28 weeks in one period of sickness absence and is paid at a rate specified by law. As with other earnings, SSP is subject to the deduction of income tax and all other normal deductions.

All employees are entitled to receive statutory sick pay from the first day of sickness absence.

If an employee does not have a regular working pattern, KLG will agree with them which days will qualify as statutory sick paid days.

Statutory sick pay (As of April 2026) is either £123.25 per week OR 80% of the employees weekly earnings – whichever is lower. Average weekly earnings are calculated based on the 8 weeks before sickness absence. Payments are rounded to the nearest penny.

KLG may decide to pay employees more than the statutory sick pay rates depending on the circumstance. This is purely at the director's discretion and will be based solely on the specific circumstances of absence. Any decisions regarding paying employees more than the standard SSP rate will be carried out in a fair, non-discriminative way.