



Warwickshire Pride

Registered Charity Number: 1162449

Sickness and Absence Policy

Warwickshire Pride relies on both paid employees and unpaid volunteers in order to deliver its services and the running of the charity. We understand that sometimes people are unwell and encourage all people involved in the work of Warwickshire Pride to exercise personal responsibility and to treat their own health seriously. This policy is within the UK Government guidelines.

Sickness Absence

Warwickshire Pride aims to work in a non-discriminatory way, and this extends to understanding individuals' health issues. However, there will be times when an employee's or volunteer's health issue impacts on their responsibilities in relation to Warwickshire Pride.

Employees (E.g., youth workers) have a responsibility to let the Chair or another member of the Board of Trustees know as soon as they are aware they will be unable to fulfil the terms of their employment due to illness. In practice, this should not be later than two hours before their shift starts, and they should aim to make contact by telephone, text message, WhatsApp, or other relevant instant messaging service, rather than by email, which can take a while to be accessed by the recipient.

Volunteers and trustees are expected to support this aim, although it is accepted that they are under no contractual obligation to do so.

The Chair (Daniel Browne) can be contacted by phone on **07816181428**. If an email has to be sent, it should go to **info@warwickshirepride.co.uk** and not any personal email addresses belonging to trustees.

Long Term Sickness & Fit Notes

It is accepted that staff and volunteers may experience illness that means they are not able to fulfil their obligations to Warwickshire Pride for a period of more than one week (seven calendar days). For employees who are absent for between four and seven days, production of an Employee's Statement of Sickness (form SC2) is required. It should be sent directly to **info@warwickshirepride.co.uk**. For employees who are absent due to illness for longer than seven days, Warwickshire Pride expects that a fit note is obtained from a GP or other medical consultant and supplied to us as soon as possible. Further fit notes may be required if the illness or health issue continues. Essentially, a fit note will be required for all periods of sickness absence over seven days and to cover all time away from work. Fit notes should be sent by email to **info@warwickshirepride.co.uk**.

Volunteers are not expected to do this, although it will be helpful if the Chair or a member of the Board of Trustees is kept informed of an expected return date.

Statutory sick pay (SSP) will be payable to members of staff from the fourth day of sickness (i.e., not for the first three consecutive days) and will be payable for up to 28 weeks if required. More details about SSP can be found on the Gov.uk website. If you are not eligible for SSP, employees will be provided with an SSP1 form to explain why.

Support

Warwickshire Pride will provide support to employees who are ill in the following ways:

- The Chair or a member of the Board of Trustees will keep in touch with the employee while they are absent due to sickness, if this is appropriate.
- A welcome back meeting will be held, either face to face, by Zoom or telephone with the employee on their return to work.
- Reasonable adjustments to the employee's day-to-day duties will be considered for any ongoing health issues.
- If the employee has been absent due to a health issue for a protracted period, Warwickshire Pride will consider a phased return to work, e.g., reduced hours or duties for a period of time based on need.

Warwickshire Pride does not have a contractual obligation to supply the same level of support to volunteers in relation to sickness or health issues, but its aim is always to provide support where it is able and when requested.

Absence Reviews

Warwickshire Pride will undertake reviews of staff absence where it is appropriate. If it is considered that the level of an employee's absence (either short or long term) has affected their ability to undertake their employed role, without clear reason, a meeting will be held with the member of staff to discuss this. Support may be offered and targets for attendance may be set at the conclusion of this review and taking into account all the facts. In extreme circumstances, and only when appropriate, termination of the employee's employment contract may be considered.

An example of what would trigger an absence review if an employee is absent due to sickness is when there is an absence lasting more than four days and less than eight weeks apart.

Volunteers, including trustees, may be asked to revoke their role if their sickness absence has affected their ability to add value to Warwickshire Pride, and has given rise to serious or continued disruption of duties or the charity's services.

Unpaid Leave

Unpaid leave can be requested by employees. There are some circumstances in which unpaid leave must be granted and some circumstances that are at Warwickshire Pride's discretion.

Unpaid leave will be granted for:

- Jury service
- Carrying out Magistrate duties
- To deal with an incident involving a dependent
- To spend time with a child under 18, known as Parental Leave, subject to certain conditions being met

Unpaid leave that Warwickshire Pride must consider by law is:

- A request for training or study under Section 63D of the Employment Rights Act 1996.

Unpaid leave that is entirely at the discretion of Warwickshire Pride includes:

- A career break or sabbatical
- Appointments with a doctor or dentist (unless the employee is pregnant, in which case paid time off will be provided to attended ante natal appointments)
- Compassionate leave
- Bereavement leave

In some cases, usually as a goodwill gesture, employees may be granted paid leave, even when there is no legal obligation for that to be granted.

The number of days of unpaid leave to which an employee is entitled depends on whether or not there is an obligation to grant the time off in the first place.

In the case of unpaid leave that is entirely discretionary, Warwickshire Pride can decide whether to grant leave at all and how much leave is granted.

In the case of time off that has to be granted by law, the reason for it will be key.

For jury duty, employees must be allowed to be off work for as long as they are required to serve as a juror. Employees who are Magistrates will need to be off work for at least 13 full days or 26 half days per year. It is not obligatory for employees to be paid during this time, but Warwickshire Pride may use its discretion to do so.

In the case of other public duties, such as being a local councillor, a member of a prison visiting board, or a school governor, employees are entitled to a 'reasonable' amount of time off. This should be agreed with the employee's line manager in advance. If the employee requests time off that is considered to be unreasonable, in such a case it would impact on Warwickshire Pride's business, the request can be refused. Again, there is not an obligation for employees to be paid while carrying out public duties. However, Warwickshire Pride has the right to choose to do so.

Employees who need to take time off to care for a dependent in an emergency will be allowed to take a reasonable amount of time off for that purpose. Examples of a family emergency include a child's accident at school and disruption to care arrangements. It is generally considered that 1 – 2 days will be adequate for this.

There are situations in which Warwickshire Pride has the right to refuse an employee's request to take unpaid leave. These are detailed above in this document. Warwickshire Pride may also refuse unpaid leave for study or training purposes where the study or training is not considered to have any benefit to Warwickshire Pride and where it would not be possible for Warwickshire Pride to fulfil its charitable obligations should the unpaid leave be granted.

To be eligible to make the request in the first place, the employee must have been employed for at least 26 weeks and be working within an organisation that has over 250 employees.

In order for an employee to request unpaid parental leave, the employee must have been in employment with Warwickshire Pride for at least one year and be the child's parent or have parental responsibility. Agency workers and contractors do not have the right to request parental leave.

The employee's right is to be granted up to 18 weeks of unpaid leave for each child up to the age of 18. The right is connected to the child. So, if an employee had 8 weeks of unpaid parental leave in a previous role, they would only be granted 10 weeks of unpaid parental leave when working for Warwickshire Pride.

The employee must give Warwickshire Pride 21 days' notice of the intended start of their parental leave, and also state the end date of the parental leave.

It is possible for Warwickshire Pride to delay the start date of the parental leave, but the length of the leave cannot be changed. If Warwickshire Pride wishes to delay the start date, a new start date must be suggested that is within six months of the original start date. The employee must also receive a reply within seven days of them submitting the request.

The employee's parental leave cannot be postponed if it would take them beyond their child's 18th birthday, resulting in them losing entitlement. Additionally, an employee's parental leave cannot be delayed if there is not a significant reason for doing so, and if the request is made by a father or partner immediately after the birth of a child.

Last reviewed: January 2026

Next review due: January 2027