



# ESG

## Gaming

# Sickness

## Policy and Procedure



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# Sickness Policy and Procedure

## Who is covered by this policy?

All staff.

## What is covered by this policy?

This policy explains how to report sickness or injury and gives details of when medical certificates might be required and information about statutory sick pay.

## Purpose

The purpose of this policy is to clarify for staff what is expected of them in the event of illness and what support ESG Gaming will provide.

## The process

ESG Gaming understands that there are times when it is not possible to work due to illness. In the case of viral infections, (including future COVID-19 infections), to prevent your illness from spreading to other people, you should not physically interact with colleagues, beneficiaries or customers, or other people involved in ESG Gaming's work, until you are completely recovered.

An employee must report sickness or injury by calling their line manager by 10.00 on the day of sickness.

The same procedure should be followed for each additional day of sickness (unless otherwise agreed).

On their return to work, the employee must complete the sickness/absence form and meet with their line manager.

## Reporting sickness or injury

Staff must report sickness or injury by calling their line manager by 10.00 on every day of absence – unless otherwise agreed – with an indication of the likely period of absence. Staff must report their absence via a telephone call to ensure that the line manager fully understands the situation and can organise the appropriate support for the team member, management of their work while they are off and implications for the rest of the team.

If the line manager is unavailable, staff must call their senior manager.

It is not acceptable for any staff member to communicate through text or email, or to notify a colleague instead of their line manager, that they are unwell and unable to attend work, as it precludes the opportunity to discuss what support is needed.

Staff must inform their line manager of the nature of the illness, if possible, and give an indication of how long they are likely to be away from work.

For any period of sickness of seven days or more (including weekends), a doctor's certificate will be required. For sickness or incapacity extending to more than seven days, staff must notify their line manager of their continued incapacity once a week unless otherwise agreed.

Failure to report sickness appropriately as per this policy and procedure may be viewed as unauthorised absence and may result in disciplinary action.



## Returning to work

When planning to return to work, the staff member must complete the sickness/absence form and meet with their line manager to have a return to work conversation prior to the line manager authorising the return. This is to ensure that the staff member is genuinely well enough to return to work and to establish if there is any further support needed.

If the staff member has been suffering from a contagious or infectious disease, they must not report to work without clearance from their doctor.

## Illness or injury on holiday

If a staff member is ill or injured during a holiday but provides a medical certificate, the period covered by the certificate will be classed as sick leave rather than holiday leave and annual leave will be given back to the employee.

## Longer-term sickness

If it appears that a staff member's work may be impaired by illness, ESG Gaming may require them to have a medical examination by a doctor appointed by ESG Gaming and/or may require them to arrange for their own doctor to provide a full report. ESG Gaming will meet any costs incurred in this.

If at the end of the paid sick period the staff member is still not well enough to return to work, ESG Gaming may consider the staff member is unfit to carry out their work due to their illness or injury and may therefore terminate their employment on grounds of incapacity.

## Contractual and statutory sick pay

The staff member's terms of employment should specify any entitlement to sick pay. During absence due to sickness or injury, the following rules apply (unless otherwise shown in the employee's contract of employment):

- In the first six months of employment, a staff member is entitled to a total of two weeks' full pay.
- After the first six months of employment, a staff member is entitled to a total of four weeks' full pay and four weeks' half pay during any 12-month period.
- ESG Gaming reserves the right to extend the right to sick pay on a case-by-case basis.

When a staff member is absent because of sickness or injury for four or more consecutive days (including non-working days), they are entitled to statutory sick pay (SSP) if they meet the eligibility criteria in the current SSP regulations. ESG Gaming will treat this like wages or salaries and will be subject to normal deductions. A staff member's qualifying days in respect of SSP are Monday to Friday or such other days as are agreed in writing by ESG Gaming.

Qualifying days are the only days for which the staff member is entitled to SSP. The first three qualifying days of absence are waiting days for which SSP is not payable. Where a second or subsequent period of incapacity (of four days or more) occurs within 56 days of a previous period of incapacity, waiting days are not served again. SSP is payable for up to 28 weeks.

ESG Gaming will offset SSP against contractual sick pay for any days for which contractual sick pay is due and which qualify for SSP on a day-to-day basis (i.e. staff members will not receive both contractual sick pay and SSP for the same day of absence).



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