

## Holidays and Leave

### Sickness Absence and Sick Pay

The procedures for notifying us if you absent from work due to sickness and your entitlement to sick pay are set out in your contract of employment.

Where sickness absence is frequent and intermittent we reserve the right to investigate the absences and may require you to undergo a medical examination at our expense with an Occupational health doctor. You will be asked to give your consent to the examiner consulting with your own GP or other medical adviser and to giving us the results insofar as they relate to your work.

Similarly in the event of any long-term or recurring absence you may be required to undergo a medical examination during your absence or prior to allowing your return to work. In this instance you will again be asked to consent to the medical examiner consulting your own GP or other medical adviser and to us being provided with the results insofar as they relate to your work.

Further details regarding medical examinations are set out in your contract of employment.