



Sickness & Holiday Leave Policy

InSource Recruitment

Introduction

At InSource, we value our team and the vital work you do. This policy sets out how sickness and holiday leave should be managed so that everyone is treated fairly, supported when needed, and so that operations continue smoothly.

1. Sickness Leave

1.1 Reporting Sickness

- Notify your line manager or HR (Ariel Golman or Ruby Fergus) as soon as possible on the first day of absence, ideally before your shift starts.
- Notification must be by phone. Texts or emails will not be accepted.
- Please provide:
 - The nature of your illness (general description is fine)
 - Expected duration of absence
 - A contact number during your leave

1.2 Ongoing Absence

- Employees must keep their manager/HR updated during periods of absence.
- If a fit note is provided, updates are only required when the note expires or circumstances change.

1.3 Medical Certification

- Absences lasting more than 3 calendar days require a GP fit note or medical certificate, submitted to HR.
- Longer or recurring absences may require an occupational health referral to assess support needs.

1.4 Sick Pay

- Statutory Sick Pay (SSP) applies after 5 consecutive qualifying days of absence.
- Company Sick Pay may be available depending on your employment contract. Please speak with HR for clarification.



1.5 Confidentiality

- All medical information provided will be treated with strict confidentiality and handled in line with data protection laws.

1.6 Returning to Work

- A return-to-work meeting may be arranged to check on your wellbeing and identify any adjustments needed.
- If your fit note recommends a phased return or amended duties, HR and management will agree a plan with you.

2. Holiday Leave

2.1 Annual Entitlement

- The leave year runs from 1 January to 31 December.
- Full-time employees are entitled to 20 days' paid annual leave per year, inclusive of public holidays.
- Part-time and temporary employees receive pro-rated entitlement.

2.2 Booking Holiday Leave

- Requests must be submitted at least 2 weeks in advance using the HR system or leave request form.
- Leave is not confirmed until approved in writing by HR/management.
- Approval is subject to staffing requirements and business needs.
- Certain periods (e.g. Christmas, year-end, major contracts) may be restricted or limited for leave.

2.3 Carry-Over

- Up to 5 days' unused leave may be carried over into the following year, with prior approval.
- Any further unused leave will normally be lost unless otherwise required by law.

2.4 Holiday Pay on Leaving

- Any accrued but unused holiday will be paid out when employment ends.



- If more leave has been taken than accrued, the excess will be deducted from final pay.

2.5 Probationary Periods

- Holiday leave during probation may be restricted. Requests will be considered in line with operational needs.

3. Unauthorised Absence

Failure to follow the procedures for sickness or holiday leave may be treated as unauthorised absence and could result in disciplinary action.

4. Emergency or Compassionate Leave

Separate arrangements may be available for emergencies, bereavement, or other compassionate reasons. Please contact HR for guidance.

5. Contact Details

HR Department:

- Ariel Golman – 086 028 6985
- Ruby Fergus – 086 777 7868

Line Manager: As applicable to your workplace.

6. Policy Review

This policy will be reviewed annually, or sooner if required by changes in employment law. Updates will be communicated to all employees.

At InSource, we know life doesn't always run to schedule. This policy is here to give clarity and support so we can look after our people while keeping everything moving.