

## **Sickness Absence Policy**

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### **1. Introduction**

This Sickness Absence Policy (the “Policy”) applies to Productions affiliated with The Walt Disney Company Ltd. in the UK (collectively the “Production”).

The Policy applies to all cast and crew directly employed by the Production regardless of age, disability, race, ethnicity, religion or belief, sex, gender identity, gender expression or sexual orientation, whether married, in a civil partnership, pregnant or on maternity. It does not apply to loanouts, agency workers, self-employed contractors, consultants, volunteers, or those partaking in work experience.

The Policy does not form part of the Production’s Deal Memo or any other contractual terms, and we may amend it at any time.

Any information you provide to us about your health will be processed lawfully and in accordance with the Production’s Cast and Crew Data Protection Notice.

We endeavour to ensure all cast and crew are given the necessary support during periods of sickness absence. This Policy outlines the statutory rights and responsibilities of cast and crew relating to sickness leave and pay.

### **2. Key terms**

#### **Engaged**

For the use of this Policy, “engaged” refers to those who are directly employed by the Production as PAYE

#### **Fit Note**

A medical document issued by a healthcare professional to confirm whether you are unfit for work or may be fit for work with adjustments

**Statutory Sick Pay (SSP)**

A payment for those on sick leave at a rate decided by the Government

**Production Sick Pay (PSP)**

A payment for those on sick leave based on your weekly/flat rate

**Supervisor**

For the use of this Policy, the Supervisor is the person to whom you report, regardless of their title

**3. Reporting sickness absence**

If you are absent from work because of illness or injury, you must inform your Supervisor at least 30 minutes before you are normally expected to start work. In the absence of your Supervisor, you may contact the next person in authority or the Production office. You will need to confirm your name, contact details, department and Supervisor that you are trying to contact.

In reporting your illness or injury, you should provide information on the nature of your illness or injury, including the expected length of your absence from work, your contact details and any outstanding work that requires attention.

Supervisors should ensure that any sickness absence that is notified to them is recorded and reported to Production and Accounts.

You should expect to be contacted during your absence by your Supervisor or HR who will want to enquire after your health and be advised, if possible, as to your expected return date.

**4. Evidence of incapacity**

You may self-certify sickness absence for up to seven consecutive days, including non-working days. After this period, you must provide Payroll and HR with a Fit Note from your doctor stating that you are not fit for work and the reason(s) why. This should be forwarded to your Supervisor or HR as soon as possible.

If your absence continues, further Fit Notes must be provided to cover the whole period of absence.

If your doctor provides a Fit Note advising you 'may be fit for work', you should inform your Supervisor and/or HR immediately. We will hold a discussion with you about how to facilitate your return to work, taking account of your doctor's advice. If appropriate measures cannot be taken, you will remain on sick leave, and we will set a date to review the situation.

Depending on the nature of your sickness and as is necessary, a member of HR may arrange to visit you at your home.

**5. Statutory sick pay (SSP)**

To be eligible for SSP you must meet the following criteria:

- Your average weekly earnings are not less than the lower earnings limit set by the Government each tax year
- You have been ill for more than 3 days in a row (including non-working days)

Qualifying days for SSP are Monday to Sunday, depending on the filming schedule that week.

SSP is paid at a prescribed rate set by the Government for the relevant tax year.

No SSP is payable for the first three consecutive days of absence. These are known as “waiting days”. SSP starts on the fourth day of absence and may be payable for up to 28 weeks.

## **6. Production sick pay (PSP)**

Provided that you comply with this Policy, the maximum duration of PSP whilst working on this Production is up to five days based on your weekly/flat rate.

PSP is inclusive of SSP.

Once you have exhausted your entitlement to PSP, you may be eligible to receive SSP for up to 28 weeks. However, each case of sickness absence will be individually assessed, and you will be notified accordingly.

PSP is not payable if you have 2 weeks or less continuous engagement with the Production.

## **7. Sickness and annual leave**

If you are sick prior to your annual leave and provide a valid Fit Note, you may receive PSP and/or SSP.

If you become sick or injured while on annual leave to the extent that you would be unfit for work, you may ask the Production to treat the period of incapacity as sick leave and reclaim the annual leave. To be able to claim PSP you must notify your Supervisor immediately, and the usual requirements for medical evidence in this Policy will also apply, even if you are abroad.

If you are on sick leave, you may choose to cancel any pre-arranged annual leave that would otherwise coincide with your sick leave. You should notify your Supervisor as soon as possible that you wish to do this.

## **8. Unauthorised absence**

Absence that has not been reported according to the sickness reporting procedure will be treated as unauthorised absence and will be subject to disciplinary action under the ACAS code of practice, and/or PSP may be withheld at the discretion of the Production.

Failure to:

- Report sickness absence may lead to disciplinary action being taken against you and your SSP and/or PSP may be withheld at the discretion of the Production
- Provide the Production with valid Fit Notes(s) could result in disciplinary action being taken and your SSP and/or PSP may be withheld at the discretion of the Production

If you do not report for work and have not telephoned to explain the reason for your absence in accordance with this Policy, your Supervisor or HR, where appropriate, will try to contact you by

telephone and in writing if necessary. This should not be treated as a substitute for reporting sickness absence.

## **9. Return to work interviews**

Your Supervisor and/or HR may hold a return-to-work interview with you. The purposes may include:

- Ensuring you are fit to work and agreeing any actions necessary to facilitate your return to work
- Confirming you have submitted the necessary Fit Note(s)
- Updating you on anything that may have happened during your absence
- Raising any other concerns regarding your absence record or your return to work

When you return from sickness absence, you should record the dates of the absence on your timesheet.

## **10. Long-term sickness absence**

If you are expected to be absent for a period of four weeks or more, this will be treated as long-term sickness absence and you must inform your Supervisor and HR as soon as possible. A copy of the Fit Note(s) should be sent to HR at the earliest opportunity.

If you are on long-term absence or where your level or frequency of short-term absence has given the Production cause for concern, the Production may conduct a welfare call with you, and in some cases, may require you to attend a meeting to investigate. You should be prepared to discuss the reasons for your absence, whether it is likely to continue or recur, and whether there are any measures that could improve your health and/or attendance. The Production may decide that medical evidence, or further medical evidence is required before deciding on a course of action.

The Production will notify you in writing of the time, date, and place of any meeting, and why it is being held. We will usually give you at least 48 hours' notice of the meeting. If you cannot attend any meeting, you should let us know as soon as possible and the Production will try, within reason, to agree an alternative time.

If you have a disability, the Production will consider whether reasonable adjustments may need to be made to the sickness absence meetings procedure, or to your role or working arrangements.

## **11. Medical examinations**

On occasion it may be required to refer you to a doctor or an Occupational Health professional or other specialist nominated by the Production (at the Production's expense).

You will be asked to agree that any report produced in connection with any such examination may be disclosed to us and that we may discuss the contents of the report with the relevant medical professional. The report may contain advice on possible reasonable adjustments for the Production to consider in order to support your return to work.

You must cooperate with the Production in obtaining medical reports, and payment of SSP and/or PSP is dependent on doing so.