



# Sickness absence policy overview

At Royal London, we know there will be times you can't come to work because you're ill or injured.

We want to support you and help you come back to work as soon as possible. Our policy explains how we manage sickness absence, the support we provide and the steps that may be taken depending on the reason and length of absence.

## Who it's for

This policy is designed to support anyone who's unable to work due to illness or injury, over a short or longer term.

## What you need to know

Our enhanced sick pay supports qualifying colleagues who are absent due to illness, injury or disability. It's based on length of service over a rolling 12-month period. All days are prorated if you work part-time.

A variety of support is available while you're absent too, like access to occupational health services and an employee assistance programme.

Our approach to managing sickness absence is fair and consistent. If you've been absent on three occasions or for ten days over a rolling six months, your People Leader will discuss next steps with you which may include formal discussions. Adjustments are made for disability, serious illness or pregnancy.

## Works for you

### Employee assistance

Available to you, your spouse or partner and some dependants, for support and advice 24/7.

### Support to stay in work

Our occupational health services are there to make sure you're getting the best treatment and support. This may include tailored reasonable adjustments related to a disability or long-term health condition.

### Sick pay

You'll be supported with up to six months full and six months half pay, depending on your length of service.

