

Table Tennis Association of Wales Ltd
Cymdeithas Tenis Bwrdd Cymru Cyf

Company Number: 4779322

Affiliated to The International Table Tennis Federation and
The European Table Tennis Union



Sickness Policy

- The employee must report sickness to the finance director by 10:00 hrs on the first day of being absent from work, stating which day he became ill even if it was a weekend.
- Telephone or e-mail can be used for reporting.
- For the first seven days or part of, a self sickness certificate must be sent to the Financial Director(found in Doctors Surgeries or Citizen Advice Bureau), and for any further continuous sickness a doctor's sick note must be produced.
- The employee must return to work on the day stated on the Doctors certificate or produce a further certificate.