



ABSENCE PROCEDURE

- When a cast member, crew member or musician calls in sick, we may need to arrange a video/telehealth appointment for them to see a doctor, or send them to a doctor (or send a doctor to them in case of an emergency) to obtain a valid medical note/certification explaining the reason for their absence from work
- Self-certification documents or notes from NHS walk in centres do not meet the criteria for a performance cancellation insurance claim
- If coverage looks low for a specific role or track (e.g. only one person is available to perform a role or track) and cancellation of performance is a risk as a result, Company Management will flag with the General Management team and arrange video/telehealth appointment for all who are sick
- The doctor will provide the company member with a medical note/certificate
- All other permitted absences (compassionate leave, time off for dependent, pre-agreed non-availability etc) are documented on email chains and can be submitted to insurers, if required
- For anyone unable to work for a protracted length of time due to illness or injury, we will keep medical certificates and physio documentation up to date, "signing off" the person for the full length of time they are expected to be off and including any stipulations around phased returns/anticipated recovery times.

Review

MRWT may amend this policy from time to time.

If you have any concerns or questions surrounding the content of this policy, you should speak to the Production's General Manager, Tess Ellison (tess@ngm.global / 07701 213766).

Review

This policy was last updated on 12 March 2026