



## Burton upon Stather Parish Council

### Sickness Absence Policy

#### 1. Policy Statement

The Parish Council, as a responsible employer, is committed to maintaining the health and well-being of all its employees whilst at work. The Parish Council values the contribution its staff makes to the operational efficiency of the Parish. The overall aim of the policy is to strike an effective balance between the needs of the Parish Council and the needs for the employee to be given time to recover from illness.

The policy sets out:

- What employees can expect from the Parish Council in an effort to support employees during periods of sickness and absence
- What responsibilities employees have in relation to their attendance at work

#### 2. Absence

Should an employee be unwell and unable to come to work, he/she must comply with the following:-

- If unable to attend work through sickness, accident or personal circumstances the employee must inform the Clerk or Chair/Vice Chair of the reason for absence by no later than 10am on the first morning of absence. If the Clerk is informed, they will then inform the Chair/Vice Chair. The contacted person will seek to maintain contact once a week throughout the employee's absence.
- Consideration must be given to the employee's current workload, and urgent tasks or correspondence must be discussed with the Chair as soon as possible.
- If possible, an indication of the length of the employees expected absence should be given in order that arrangements can be made for cover if required.
- If the absence is for a period of 7 days or less, a self-certification form should be completed on the employees return to work. For expected absences of more than 7 days, a medical certificate 'is required from his/her GP or consultant.
- Absence due to sickness or injury should be mitigated by the employee avoiding activities or events that are likely to hinder a return to work.

#### 3. Sick Pay

Sick pay will be paid in accordance with the employee's contract of employment and the Green Book scheme as issued by the Society of Local Council Clerks ('SLCC').

#### 4. Potential Amendments Before Return to Work

A medical certificate may be issued which states that the employee 'may be fit for work' which could identify potential amendments that should be made eg phased return to work, amended duties, altered hours or workplace adaptations.

If a medical certificate suggesting amendments for a return to work is received, the Chair should be immediately contacted and a meeting arranged with the employee. At this meeting the suggested amendments will be discussed with the aim of facilitating the employee's return to work. If suggested amendments are not possible the employee will remain on sick leave.

If the suggested amendments are possible, the employee will return to work, but regular reviews will be carried out to ensure that the amendments are adequate.

It should be noted that any amendments are not to be viewed as a permanent change to the contract of employment.

## **5. Return to Work**

Employees should expect a 'return to work' meeting with the Clerk/Chair/Vice Chair on their first day back after any period of absence of more than three days, to ensure that the employee is fit for work and for the employee to be updated on any developments and workload.

## **6. Periods of Frequent Sickness**

If the employee takes frequent self-certified periods of absence in any one year, the Clerk or Chair/Vice Chair will explore with the employee as to whether there are any underlying reasons and whether further support is required.

A request may be made for a doctor or other medical professional to issue a medical certificate for frequent periods of absence of seven days or less or where there appears to be an unacceptable pattern of absence. The Parish Council will reimburse the doctors/medical professional's costs.

Where an employee has frequent absences or a long-term absence, the Parish Council may request the employee's permission to contact their GP and ask for a medical report on the employee's condition.

Where no underlying reason is identified the Clerk or Chair will set up an informal meeting with the employee to discuss the problem.

## **7. Disability and Capability**

If the employee has a condition that means they might be considered disabled within the meaning of the Equality Act 2010, the Parish Council will make reasonable adjustments to their job to accommodate their requirements.

## **8. Return of Council's Equipment**

If the employee is off sick for an extended period of time eg for more than two weeks, the Parish Council may require them to return all Council equipment until they are well enough to return to work. If the employee does not return to work after a period of sickness absence, then they will be required to return all Parish Council equipment on the date of termination of their employment.

## **9. Time off for Appointments, Emergencies and Personal Commitments**

Reasonable time-off will be allowed for attendance at appointments providing the matter has been discussed with the Clerk or Chair/Vice Chair prior to the absence.