

Newington Parish Council – Sickness Absence Policy

1. Policy Statement

The Parish Council, as a responsible employer, is committed to maintaining the health, well-being and attendance of its employees. We value the contribution our staff make to our operational efficiency and we miss that contribution when any employee is unable to work. 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, and what responsibility employees have in relation to their attendance at work.

2. Absence

All days stated in this policy are calendar days and include weekends; planned leave and Bank Holidays.

Should you be unwell and unable to work, you must comply with the following:

2.1 If you are unable to work through sickness, accident or personal circumstances must inform the Chairperson or Chair of the H.R. Working Group of the reason for your absence by no later than 10am on the first morning of absence. The contacted Chair person will seek to periodically maintain contact with you throughout your sickness absence.

2.2 Consideration must be given to your current workload and urgent tasks or correspondence must be discussed with the Chair as soon as possible.

2.3 If possible, you should give an indication of how long you expect to be absent so that arrangements can be made for cover if required.

2.4 If the absence is for a period of less than 7 days, you should complete a self-certification form on your return to work. For periods over 7 days a medical certificate is required from your GP or consultant.

2.5 If your GP or consultant advises that changes to your duties or work environment is recommended (such as light duties, adaptations to office equipment, phased return to work) this must be notified to the Chair of the H.R. Working Group as soon as possible.

2.6 You are expected to mitigate your absence due to sickness or injury by not taking part in activities, or events that are likely to hinder a return to work.

After each period of sickness absence the Chair of the HR working Group will carry out a return to work interview with the employee. In the case of less than 7 days this may not be face to face.

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3. Sick Pay

3.1 Sick pay will be paid in accordance with your contract of employment and the Green Book scheme as issued by the Society of Local Council Clerks.

4. Periods of Frequent or Extended Sickness

4.1 Frequent periods of self certificated sickness that occur on more than:

- a) 2 occasions in any 3 month period

will trigger a meeting with the HR Working Group / Chair to identify any underlying issues that the Council can assist in resolving.

4.2 A single period of medical certificated absence lasting 10 days or more will trigger a meeting with the HR Working Group / Chair to identify any underlying issues that the Council can assist in resolving and or give Council the opportunity to assess if a temporary replacement is necessary.

4.3 Repeated or extended sickness absence:

- a) 5 self certificated occasions in any 12 month period
- b) 2 medical certificated occasions in any 12 month period
- c) Any period lasting more than 40 working hours

will be subject to further investigations by the Parish Council who may take necessary action that is proportionate and appropriate in the circumstances.

Approved by the Human Resources Working Group September 2019.