

# **Rolvenden 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 all its employees. The Parish Council values 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 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 you must inform the Chairperson of the reason for absence by no later than 10am on the first morning of absence. The contacted Chairperson will seek to maintain periodic contact 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 Chairperson 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 'fit note' is required from his/her GP or consultant.
- If a 'fit note' is issued and advises that changes to the employees duties or work environment are recommended (such as light duties, adaptations to office equipment, phased return to work) this must be notified to the Chairperson as soon as possible.
- The Fit for Work referral service will also provide an opportunity for individually tailored advice from an occupational health specialist if an employee is off sick, or is likely to be off sick, for four weeks or more. Once referred the health professional will talk to the individual about their health, assess the circumstances and create a plan, with the individual's agreement, providing recommendations to help them get back into work. This is known as a return to work plan, which employers can accept as evidence of sickness absence in exactly the same way as a 'fit note', so it is not necessary to return to the GP.
- 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. Periods of Frequent Sickness**

Periods of self-certificated sickness occurring on five or more occasions in any one year may be subject to further investigations by the Parish Council. It may then take necessary action that is proportionate and appropriate in the circumstances.

#### **5. 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 Chairperson prior to the absence.