



ABSENCE AND SICKNESS POLICY

1. Introduction

The Council recognises that sickness and absence can have a big impact on both the business of the Council and the life of employees. This policy sets out how the Council will support employees during sickness absence and what action it will take, if an employee has frequent short-term sickness absences, or a prolonged period of ill health.

2. Policy

Should any employee consider they are affected by a disability or any medical condition which affects their ability to undertake their work, they should inform their line manager. The Council also reserves the right to require employees not to report for work, if it considers an employee is unfit to attend work due to sickness/ injury.

3. Notification

Should an employee be unable to work, they must inform their line manager as soon as reasonably practical, ideally on the first day of absence within one hour of their normal start time, stating the reason and the likely length of absence.

4. Line Manager

- 4.1. The Town Clerk is the line manager of all staff.
- 4.2. For the purpose of this policy, the Mayor or Deputy Mayor is the Line Manager for the Clerk.

5. Certification

- 5.1. All employees must provide the Council with a completed self-certification form for the first seven calendar days of sickness absences. The form should be completed on return to work (if the absence lasts less than seven days).
- 5.2. Should the absence extend to the eighth day (including weekends), the employee must send a fit note, issued by their GP, to the council. This note must also cover any subsequent periods of absence.

6. Fit Notes

Should a GP indicate "may be fit for work" on the fit note and identifies potential amendments; the Council will contact the employee and arrange for a meeting to discuss the suggested amendments, before they return to work.

7. Return to Work

Employees will not be allowed to return to work until their GP deems that they are fit to do so. Any requests for temporary adjustments to working conditions will be considered and accommodated, wherever possible.

8. Absence

8.1. Short-term Absence

If in any 3 month period there are 3 separate periods of absence (whether certificated or not), or if there is an unacceptable pattern of absence, for example regular time off on Mondays or Fridays When an employee returns to work from any absence (excluding holidays), the line manager will formally review the employees absence record.

8.2. Long-term Absences

Long-term absence is a period of sickness which lasts longer than 2 weeks. The Council will take a sympathetic view about genuine health problems, and will be supportive in its approach to all employees in this situation. Such absence will be monitored by telephone contact.

8.3. Problematic Absence:

If absence reaches problematic levels, the Council may have no choice but to dismiss the employee. The point, at which this action will be taken, will depend on the nature of work and the difficulties employee absence causes to the Council. The Council would regard dismissal as a last resort, following evaluation of medical information, alternative working options and employee views.

9. Medical Examinations and Reports

9.1. In order to gather information about an employee's medical condition, the council may request permission to contact the employees' doctor and ask for a medical report (the employee may request a report copy).

9.2. The Council may in the case of extended periods of absence, require employees to be examined by a medical consultant of its choice in order to seek a medical opinion. If an employee refuses to be examined, they may be dealt with under the council disciplinary procedure.

10. Holiday Sickness

Where an employee is laid up through sickness or injury during a period of pre-booked holiday, the Council will, subject to notification and certification, allow the employee to transfer to sick leave and take replacement holiday at a later date.

11. National Agreement on Pay and Conditions of Service ('Green Book')

As the Council abides by Green Book provisions, then an employee will be entitled to sick pay as defined in the employee's contract of employment.

12. Non-Compliance

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Council's Disciplinary Policy up to and including dismissal.

13. Implementation of the Policy

The Clerk will discuss the implementation of this policy with all existing employees and it will be included in the induction of all new employees

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