



TROTTSCLIFFE PARISH COUNCIL

SICKNESS and ABSENCE FROM WORK POLICY

Reviewed & adopted: 5 November 2015

1. Policy Statement

Trottiscliffe Parish Council, hereinafter referred to as 'the Council', as a responsible employer, is committed to maintaining the health, well-being and attendance of all its employees. The Council value the contribution the staff make to the operational efficiency and miss that contribution when any employee is unable to work. The overall aim of this policy is to strike an effective balance between the needs of the 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 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

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

- 2.1 If you are unable to attend work through sickness, accident or personal circumstances must inform the Chair of the Council of the reason for absence by no later than 10am on the first morning of absence. The Chair will seek to maintain periodic contact with you throughout your 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.



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- 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, a Statement of Fitness for Work, is required from your GP or Consultant.
- 2.5 If a 'Statement' is issued and 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 Council 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.

3. Return to work discussions

- 3.1 The Chair of Council will discuss absences with employees when they return to work to establish:
- the reason for, and cause of absence
 - anything the Council can do to help
 - that the employee is fit to return to work.
- 3.2 If an employee's GP has advised that they 'may be fit for work' the return to work discussion can also be used to agree in detail how their return to work might work best in practice.

4. Sick Pay

- 4.1 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 ('SLCC').

5. Periods of Frequent Sickness

- 5.1 Frequent periods of self-certificated sickness that occur for more than 5 occasions in any one year may be subject to further investigations by the Council who may take any necessary action that is proportionate and appropriate in the circumstances.



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6. Time off for Appointments, Emergencies and Personal Commitments

- 6.1 Reasonable time off will be allowed for medical appointments.

- 6.2 Reasonable time off will be allowed for emergencies and personal commitments.