



SHERE PARISH COUNCIL

Sickness Absence Policy

Introduction

This policy sets out the procedures for reporting sickness and absences caused by injury or illness. It applies to all short periods of absence and any continuous period of long-term absence.

The Council recognises that there are occasions when an Employee will need support and guidance to help with their reasons for absence. The Council also needs to ensure that the high-quality service to the Parish is not affected by absences and it will therefore manage absences to ensure fair and equal treatment of all employees.

The Council respects the confidentiality of all information relating to an employee's sickness. This policy will be implemented in line with the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR) and the Access to Medical Records Act 1988.

Scope

This policy applies to all Employees of the Council.

Purpose

Our sickness absence control procedure is there to provide a fair and consistent framework for handling staff sickness. It makes the Employees' responsibilities clear and gives guidance to Members.

Absence Definition

This policy refers to sickness absences that may or may not be paid. Sickness can be defined as:

Incapacity to carry out the duties and responsibilities which the employee is contractually obliged to do because of their own illness or injury, including both physical and mental health conditions.

Reporting Of Sickness Absence

If an employee is absent from work on account of sickness or injury, they or someone on their behalf should inform the Clerk (or the Chairman of the Council in the case the Clerk) of the reason for their absence as soon as possible, but no later than the end of the working day on which the absence first occurs. The report should include the nature of the illness or injury, the expected length of absence and any urgent work that requires attention whilst absent.

Notification may be made by telephone, voicemail, email, or text message where appropriate

- **Short Absences**

In respect of absence lasting up to seven calendar days, the employee is required to self- certificate their absence. A copy of the certificate should be sent to the Clerk or the Chairman

- **Extended Periods of Absence**

When an absence exceeds seven calendar days, the employee must provide a Statement of Fitness for Work

(Fit Note), issued by a GP or hospital doctor stating the reason for the absence and thereafter provide a consecutive medical certificate to cover any subsequent period of absence.

The Council reserves the right to require an employee at any time to submit to a medical examination by a medical practitioner nominated by the Council, subject to the provisions of the Access to Medical Reports Act 1988 where applicable. Any costs associated with the examination will be met by the Council.

There may also be occasions where the Council considers it necessary to request a medical report on an employee's health from their GP or consultant. Where a medical report is necessary, the employees will be informed of their rights under the Access to Medical Reports Act 1988 and they will be asked to give their written consent to the Council to contact their GP or consultant to obtain a medical report. Copies of all Fit Notes are to be held by the Parish Clerk

Payment Of Sickness Absence

As a responsible employer, the Parish Council undertakes to provide payments to employees who are unable to attend work due to sickness, provided that the employee complies with this policy.

during 1st year of service	• one month's full pay and (after completing 4 months' service) 2 months' half pay
during 2 nd year of service	• 2 months' full pay and 2 months' half pay
during 3 rd year of service	• 4 months' full pay and 4 months' half pay
during 4 th & 5 th - year of service	• 5 months' full pay and 5 months' half pay
after 5 years' service	• 6 months' full pay and 6 months' half pay

The employees will be paid as per their agreed basic remuneration. Entitlement to payment is subject to notification of absence and production of medical certificates as required above.

Sickness During Probation Period

Whilst it is recognised that there may be some genuine absence during the probationary period, prolonged or frequent absences during a probationary period may result in failure to confirm an employee in post or the termination of the contract prior to the completion of the probationary period.

Sickness During Annual Leave

If an employee is sick or injured during a holiday and would have been incapable of work, they may choose to treat the period as sick leave and reclaim the affected days. This applies equally if sickness occurs before a booked period of leave. Standard reporting procedures still apply.

Unauthorised Absences

Unauthorised absences may be dealt with in accordance with the Council's Disciplinary Policy.

Medical Treatment and Appointments

Where possible, appointments should be arranged outside working hours. If this is not possible, advance approval must be obtained.

Absence Due to Disability/Maternity

Absences related to a disability or pregnancy will be recorded separately from general sickness records, in line with the Council's duties under the Equality Act 2010.

Working on Sickness Absence

Whilst absent due to sickness or injury, the employee is not permitted to undertake any paid work for another employer or for any business established by them without express permission from the Council.

Maintaining Contact During Sickness Absence

Both employee and Council should remain in contact during periods of sickness. A mutually agreed contact plan may be developed for longer absences to help maintain engagement and support return to work planning.

Return To Work

Upon return, a meeting should be held with the Line Manager to assess:

- Whether the employee is fit to resume duties;
- The likelihood of recurring absence;
- Any reasonable adjustments or phased return required under health grounds or the Equality Act 2010.

The Council may also seek support from Occupational Health services, particularly where return to work adjustments or phased returns are being considered.

Return of the Council's Equipment

If the employee is off sick for an extended period of time (e.g., one month or more) the Council may require them to return Council equipment until they are well enough to return to work.

If the employee does not return to work following a period of sickness absence, they will be required to return all outstanding Council equipment on the date of termination of his or her employment.

Unsatisfactory Sickness Absence

A formal review will be triggered by frequent short-term absences or long-term absences. This review should look at any further action required to improve the employees' attendance and wellbeing.

If the reasons for absence are:

- considered unsatisfactory,
- a cause for concern and/or are affecting the services provided,
- or an employee is in breach of this policy,

The Council may seek to follow disciplinary procedures which could lead to the termination of the employee's contract.

Adopted	Reviewed	Readopted
10 th January 2023	To be reviewed July 2027	10 th July 2025