

CHARLTON HORETHORNE 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 employee(s). 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 employee(s) can expect from the Parish Council in an effort to support employee(s) during periods of sickness and absence, and
- What responsibility employee(s) 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 Chairperson of the council of the reason for their absence by no later than 10am on the first morning of absence. The contacted Chairperson will seek to maintain period 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 Chairperson 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 'fit note' is required from your GP or consultant.
- 2.5 If a 'fit note' 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 Chairperson 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. 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 ('SLCC'). Adopted on [date]

4. Periods of Frequent Sickness

4.1 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 Parish Council who may take necessary action that is proportionate and appropriate in the circumstances.

5. Time off for Appointments, Emergencies and Personal Commitments

- 5.1 You should try and make hospital and doctor's appointments during periods of 'flexi time'.
- 5.2 Reasonable time off will be allowed using your 'flexi time' provisions for emergencies and personal commitments.
- 5.3 If you have insufficient 'flexi time' allowance you must discuss the arrangements with the Chairperson of the council as soon as practicable.