



FISHBOURNE PARISH COUNCIL

SICKNESS ABSENCE POLICY

Adopted on 15 May 2018

Signed *Geoff Hand*

Chairman

Minute reference: 18/49.2

Reviewed 21 May 2019 Minute reference: 19/67.2

Policy Statement: Fishbourne Parish Council, as a responsible employer, is committed to maintaining the health, well-being and attendance of all its employees. We value the contribution our staff make to our operational efficiency and 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 responsibility employees have in relation to their attendance at work.

- 1. Absence :** Should you be unwell and unable to come to work, you must comply with the following:-
 - If you are unable to attend work through sickness, accident or personal circumstances you must inform the Chairperson of the reason for absence AS SOON AS POSSIBLE and no later than the end of the working day on which the absence first occurs. A nominated Councillor will seek to maintain periodic contact with you throughout your absence.
 - Consideration must be given to your current workload and urgent tasks or correspondence must be discussed with the Chairperson as soon as possible.
 - 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.
 - 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.
 - 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.
- 2. Sick Pay :** Sick pay will be paid in accordance with your Contract of Employment.

- 4. Sustained Sickness:** As set out in section 16.2 of your Contract of Employment, the Council has the right to require you to submit to examination by an independent medical practitioner and to discuss his/her findings including prognosis of your likely recovery.

- 5. Time Off allowed for attendance at appointments etc.**
Time off will be allowed for attendance at appointments providing the matter has been discussed with the Chairperson prior to the absence.