

# **Wortwell Parish Council Sickness Absence Policy**

**Adopted: February 2018**

**Reviewed: June 2023**

**Next Review Due: June 2025**

## **Objective**

The Council, as a responsible employer, is committed to maintaining the health, well-being and attendance of all its employees. We value the contribution that our employees make to our operational efficiency and that contribution is missed when any employee is unable to work.

## **Policy**

**1.1 Purpose:** This policy sets out to strike an effective balance between the needs of the Council and the needs for the employee to be given time to recover from sickness by indicating:

- 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.

**1.2 Scope:** The topic areas identified in sections A through E below identify those actions and behaviours necessary to support the application of this policy.

**1.3 Management responsibility:** For the purpose of this policy the employee's line manager is the Clerk, or where the employee is the Clerk, then the line manager shall be the Chair or Vice Chair.

## **A. Absence**

**A.1 Absence from work:** If the employee is unable to attend to their duties of work through sickness, accident or personal circumstances they must inform their line manager of the reason for their absence no later than 10am on the first morning of that absence. The manager will seek to maintain periodic contact with them throughout their sickness absence.

**A.2 Matters in hand:** Consideration must be given to the employee's current workload and urgent tasks or correspondence must be discussed with their line manager as soon as possible.

**A.3 Cover arrangements:** Where possible, the employee should give an indication of how long they expect to be absent so that arrangements can be made for cover if required.

**A.4 Length of absence:** If the absence is for a period of less than 7 days, the employee should self-certify their sickness on their return to work. For periods over 7 days a certificate from a medically qualified practitioner is required.

**A.5 Mitigation:** The employee is expected to mitigate their absence due to sickness or injury by not taking part in activities or events that are likely to hinder a return to work.

**A.6 Unauthorised absence:** The authorisation of any absence outside the scope of this policy is at the absolute discretion of the Chair or vice Chair of the Council. Unauthorised absence may lead to disciplinary action.

## **B. Sick Pay**

**B.1 Sick pay:** Sick pay is paid in accordance with the employee's contract of employment.

## **C. Periods of Frequent Sickness**

**C.1 Frequent sickness:** Frequent periods of self-certificated sickness that occur for more than 5 occasions in any 12-month period may be subject to further investigations by the Council which may take necessary action that is proportionate and appropriate in the circumstances.

## **D. Appointments and Emergencies**

**D.1 Appointments:** Any employee who works less than 20 hours per week should try and schedule any appointment at times that will not impact their duties. Any time lost must be made up.

**D.2 Emergencies:** The Council will allow reasonable time off, not normally exceeding 3 days, for emergencies other than those considered under Section E of this policy at the absolute discretion of the Chair or vice Chair of the Council.

## **E. Compassionate Leave**

**E.1 Compassionate Leave:** The Council will allow reasonable time off for employees to grieve, look after dependants, and make necessary arrangements following the death or other serious misadventure of a loved one. 'Dependant' includes, but is not limited to, spouses, children and parents.

**E.2 Period of Leave:** The period of Leave allowed under this policy shall not normally exceed 2 weeks and is at the absolute discretion of the Chair or vice Chair of the Council.

## **General**

**2.1 Complaints:** Complaints made under this policy should be referred to the Clerk as identified under the Council's Complaints Policy.