

# SICKNESS ABSENCE POLICY

## 1. Policy Statement

Bainton and Ashton Parish Council, as a responsible employer, is committed to maintaining the health, well-being and attendance of the Clerk and Councillors. We value the contribution that they make to our operational efficiency, and we miss that contribution when the Clerk or a Councillor is unable to work. The overall aim of this policy is to strike an effective balance between the needs of the Parish Council and the needs for the Clerk and Councillor to be given time to recover from illness.

### The policy sets out:

- What the Clerk and Councillors can expect from the Parish Council in an effort to support employees and Councillors during periods of sickness and absence.
- What responsibility the Clerk and Councillors have in relation to their attendance at meetings.

## 2. Absence

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

If you are a Councillor unable to attend a meeting through sickness, accident or personal circumstances you must aim to inform the Clerk of the reason for absence by no later than 10.00 am on the morning of the meeting. If you are the Clerk you must inform the Chairman of the reason for absence by no later than 10.00 am on the first morning of absence.

The Chairman 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 Chairman 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.

For the Clerk, if the absence is for a period of less than seven 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.

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 Chairman as soon as possible.

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 (Clerk)

Sick pay will be paid in accordance with your contract of employment.

## 4. Periods of Frequent sickness

Frequent periods of self-certificated sickness that occur on more than five 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. A long period of absence will be regularly reviewed and dealt with as a capability issue in accordance with employment law and employees' rights.

## **5. Time off for appointments, emergencies, and personal commitments**

As the Clerk's hours are part time and flexible, attendance at medical appointments etc should be made as far as possible outside of working hours. If there is a requirement for frequent appointments, then prior approval for time off should be sought from the Chairman.

## **6. Staffing Committee**

All sickness absence issues will be dealt with by the full Council in accordance with the policy.

Agreed on 8<sup>th</sup> September 2020

Review date September 2022 or as legislation dictates.