

## **Sickness Absence Policy**

**Procedure for staff to follow in the event of absence due to illness**

**Approved by Council Minute 244-17-18**

This policy does not cover issues in respect of sick pay and sick leave which are set down by statute and form part of the Council's employment contracts.

The Council is sympathetic where employees have genuine sickness, but extended or recurrent absence that affects the level of service provided by the Council will be addressed. It is important, for several reasons, that staff follow a clear procedure when they are unable to attend work:

- Line managers share the responsibility for ensuring the safety and well-being of staff and need to be aware where staff are if they are not at work when they should be.
- Planned meetings and work can be rearranged or reallocated.
- Recording of sickness absence is required in order that Council may reclaim from government any statutory sick pay.
- Absences claimed to be for reasons of sickness cannot be used to 'top-up' leave or statutory holidays.

### **Procedure to be followed by employees and managers**

N.B. Full government guidance on what is legally required is available at <https://www.gov.uk/Taking-sick-leave>

- Staff unable to attend for work must report to their line manager within 1 hour of their contracted start time on the first day of absence, giving reasons for their absence. If no message has been received, the line manager will contact the absentee by telephone or text.
- Staff must produce a doctor's certificate (a 'fit note') if they are off sick for more than 7 days in a row (including non-working days). A 'Return to Work' interview will be held with the line manager on the day of return to work or as soon as practicable thereafter.

The Clerk will keep a record of all absences due to sickness. This will be inspected by the Chair at 6-monthly intervals in October and April. Failure to follow these procedures or any claimed absences that are found to be not genuine, will trigger disciplinary action.

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