



STREET PARISH COUNCIL

Sickness Absence Procedure

Adopted: PROPOSED BY STAFFING CTTEE 14TH JANUARY 2025 FOR CONSIDERATION OF APPROVAL BY POLICY & FINANCE COMMITTEE 4th FEBRUARY 2025

Next Review: February 2027

| Document Approved | Date |
|----------------------------|-----------------|
| Policy & Finance Committee | 4 February 2025 |
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| Reviewed By | Major Changes | Date of Review |
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HOW TO DEAL WITH EMPLOYEE SICKNESS ABSENCE

It is important to effectively manage both short-term and long-term sickness absence to ensure the effective running of the Council. During periods of sickness absence, employees should comply with the procedures as set out in the policy to receive the correct support and any sick pay they are entitled too. It is important to effectively manage both short-term and long-term sickness absence to ensure the effective running of the Council. During periods of sickness absence, employees should comply with the procedures as set out in the policy to receive the correct support and any sick pay they are entitled too.

NOTIFICATION

- On day 1 of any absence, employees are expected to notify the council that they are absent. Your policy should provide details.
- If possible, discuss with the employee the length of time they are expecting to be off. If they are expecting to be off longer term, aim to agree a method of keeping in touch.

DISCUSS

- Upon their return, carry out a return-to-work interview and record the information securely on the employee's file. Ask them to complete a self-certification form.

- Where an employee has been signed off for more than 7 days, they should send in a Fit Note. A Fit Note may contain advice on adjustments that should be made e.g. a phased return.
- For employees who are on longer term absence, aim to maintain contact with them during their absence.

CONSIDER

- Consider whether the employee is eligible for sick pay, subject to the eligibility criteria. Refer to the contract and what has happened in the past.
- Consider that an employee returning from longer term sickness absence may need a phased return-to-work plan and adjustments or additional support for their return.
- Where an employee remains on long-term sick leave consider obtaining additional advice on the situation (for example, requesting a medical report via the employees GP or an Occupational Health Provider).

MONITOR

- Sickness absence is recorded by the Clerk in the Absentia / Leave Calendar.
- Monitor sickness absence over a set period including at staff absence and prior to return-to-work interviews.
- Monitoring will help ensure that excessive absence or patterns of repeated short-term absence are identified, and that both long- and short-term absences are dealt with appropriately.
- The Clerk and Staffing Committee must be consistent in the way sickness is managed and monitored.

Eligibility

Statutory Sick Pay (SSP) is paid to employees who are too unwell to work for a period of 4 days or more (for up to 28 weeks). Employees need to earn a minimum weekly wage and provide supporting documentation if they are too unwell to work.

Managing absence

When managing absence, take care not to inadvertently discriminate against staff whose absence levels may be affected by maternity or disability. Additionally, bear in mind that employers are required to make reasonable adjustments for staff with disabilities.

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This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to local (town and parish) councils. For more information about their services, contact them on 01403 240 205.