

# **HESLINGTON PARISH COUNCIL**

## **SICKNESS POLICY**

### **Introduction**

Heslington Parish Council (“the Council”) is committed to supporting the health of its employees (“you”) and in dealing with individual absence issues; it aims to act reasonably at all times, taking account of all the circumstances.

While it’s recognised that you will occasionally have genuine and acceptable reasons to be absent from work, the aim of this absence policy is to minimise those absences, while also providing you with reasonable support with the aim of assisting your return to work at the earliest opportunity.

This policy aims to ensure that you are treated fairly and consistently. To this end, you will receive a copy of the policy. You are advised to read this policy and ensure you understand it.

### **Line Management**

For the purposes of this policy, a Parish Councillor will be appointed as your Manager (“your Manager”).

### **Reporting Absences**

It is your responsibility if absent from work on account of sickness or injury to inform your manager of the reason as soon as possible, but not later than the end of the working day on which the absence first occurs. You should also give a clear indication of the nature of the illness and a likely return date. Your manager will keep in regular contact with you.

### **Evidence of Incapacity**

You will provide a self certificate of sickness upon your return to work for absences less than 7 days duration. For absences longer than 7 days, a ‘Statement of Fitness for Work’ (also known as a doctor’s statement or a ‘Fit note’) will be required. The ‘Statement of Fitness for Work’, introduced on 06 April 2010, allows a GP to advise that an employee is either ‘unfit for work’ or ‘may be fit for work’.

The Council reserves the right at any time to require you to submit to examination by an independent medical practitioner selected by the Council, to obtain a confidential report on your condition from such practitioner and to discuss with such practitioner the findings of his/her

examination and his/her prognosis of likely recovery and/or fitness to resume work and any recommended treatment.

### **Return to work**

When you return to work your manager will discuss your absence with you. The purpose is to explore the causes of the absence, to facilitate your return to work, and to identify any reasonable and practical steps to reduce the likelihood of future absence.

### **Monitoring of absence levels**

The Council will monitor your absence levels. Persistent short term absences or an individual long term absence can have a negative impact on the ability of the Council to provide their services and should concerns arise about your absence levels, action will be considered to address those concerns. It may become necessary to conduct a formal interview with you which could lead to the issue of a formal warning for poor attendance. In extreme cases, excessive absence may result in termination of employment on grounds of capacity. However, the Council's first priority is always to achieve satisfactory levels of attendance.

### **Maternity absence**

Sickness absence specifically related to pregnancy will be disregarded for monitoring purposes.

### **Disability related absence**

The Council will aim to deal with disability related absences as sympathetically as possibility.

### **Payment of sick pay**

The Council will provide sick pay in accordance with the terms set out in your employment contract

### **Confidentiality**

All information relating your sickness absence will be treated as confidential by the Council

This policy was adopted.....