

# Ponsanooth Parish Council

## **Sickness and Absence Policy**

The Council is committed to providing effective, high quality service to all its customers and to optimising the contribution of all employees. As part of this aim it is essential that throughout the organisation all employees are committed to maximising attendance. The Council is concerned for the wellbeing of its employees and seeks to protect their health and safety by creating a safe working environment. In return the Council expects all employees to take reasonable care of their own health, seek medical help whenever appropriate and to attend work when fit to do so. The Council recognises that genuine medical grounds will occasionally result in employee absence. It is the Council's policy to treat all such sickness absence in a fair, sensitive and consistent manner across all areas of the workforce. The Council must however balance the sensitive management of genuine individual sickness against its needs to be publicly accountable for its resource allocation and as such it cannot sustain high levels of sickness absence. Action will therefore be taken to address recurrent short term sickness or extended periods of absence as appropriate.

### **Aims**

In order for the Council to meet its responsibilities it will ensure that:-

- It provides a supportive environment for those employees affected by ill health;
- All employees adhere to the comprehensive procedural guidelines produced in support of this policy.
- Levels of sickness absence are the subject of routine monitoring.

### **Responsibilities**

The onus for attending work on a regular basis, and for reporting absence in accordance with the Council's agreed procedures, rests with the employee. It is also an employee's responsibility to appropriately detail any periods of absence on their record of hours worked. The responsibility for recording, monitoring, and managing absence on a day to day basis lies with the Parish Clerk and Chairman/Vice Chairman of the Council. It is therefore essential that they ensure that all employees are aware of the Council's Absence Management Policy and Procedures.

### **Review**

This policy and the supporting procedural guidelines will be reviewed periodically. Responsibility for conducting this review lies with the Parish Clerk. Guidelines for Employees Reporting If you are unable to work due to illness/injury you must contact the Chairman/Vice Chairman of the Council as soon as possible or arrange for someone else to do this on your behalf. This should be no later than 9.30 am on the first day of absence or nearest working day.

You should provide some indication of: -

- The nature of your absence
- The date your injury/illness began (including weekends and holidays)
- The expected duration of your absence • Whether you have any immediate work commitments that will need completing/reassigning during your absence.

If the Chairman/Vice Chairman of the Council are unavailable, you should ensure that contact is made with the office. Not later than the fourth day of absence you must contact the Chairman/Vice Chairman of the Council again to provide updated information in respect of your on-going illness/injury.

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## **Certification**

Where your absence is not covered by a doctor's certificate and is for a period of up to seven days inclusive of weekends you will be asked to complete a self-certification form on your return to work.

If your absence exceeds seven days and you have not already done so you should provide a doctor's certificate for the remainder of your absence. You will need to ensure that there is always a current certificate in force. Your doctor's certificate 'fit note' will include whether you need to see your Doctor again before returning to work.

If the doctor's certificate states that you "may be fit for work" you should inform the Chairman/Vice Chairman of the Council immediately. They will discuss with you whether there are any additional measures that may be needed to facilitate your return to work, considering the doctor's advice. This may take place at a return to work interview or an absence review meeting. If appropriate measures cannot be taken, you will remain on sick leave and the Chairman/Vice Chairman of the Council will set a date to review the situation.

## **Return to work meetings**

When you return to work after any period of absence Chairman/Vice Chairman of the Council will arrange to meet with you.

The meeting will occur on your first day back, or as soon as possible thereafter. The purpose of this meeting is:

- to provide an opportunity for the Parish Council to check that you are fit enough to return to work;
- to give you an opportunity to voice any concerns that you may have and/or to identify any domestic, welfare or work related problems in an appropriate forum;
- to ensure that you are aware of work-related matters that have occurred during your absence;
- fill out the sickness declaration form.

Approved                      Nov 2020

Reviewed                     12<sup>th</sup> Dec 2022

Review                         Dec 2023