

North Runcton Parish Council

SICKNESS ABSENCE POLICY

Adopted at the Parish Council meeting held8th July 2025.....

Signed.....*K Fuller*..... Chairman

North Runcton Parish Council is committed to improving the health, wellbeing and attendance of all employees and values the contribution its employees make to the successful running of the Parish Council.

KEY PRINCIPLES

1. As a responsible employer the Parish Council undertakes to provide payments to employees who are unable to attend to work due to sickness. These are outlined in the employee's Contract of Employment.
2. Each employee is asked and expected to take responsibility for achieving and maintaining good attendance to cover the work required.
3. The Parish Council will support employees who have genuine grounds for absence for whatever reason. This support includes:
 - a) 'Special leave' for necessary absences not caused by sickness.
 - b) A flexible approach to the taking of annual leave to fit in with regular Parish Council meetings.
4. The Parish Council will consider any advice given by the employee's GP on the 'Statement of Fitness for Work'.
5. The Parish Council's disciplinary procedures will be used if an explanation for absence is not forthcoming or is not thought to be satisfactory.
6. The Parish Council respects the confidentiality of all information relating to an employee's sickness. This policy will be implemented in line with all data protection legislation and the Access to Medical Records Act 1988.

NOTIFICATION OF ABSENCE

If an employee is going to be absent from work they should speak to the Chairman/Vice Chairman as soon as they are aware that they will not be able to fulfil their contractual hours. They should also give a clear indication of the nature of the illness and a likely return date.

The Chairman/Vice Chairman will check with the employee to ascertain if there is any information that they need to know about the current workload. If the employee does not contact the Chairman/Vice Chairman, they must attempt to contact the employee at home.

EVIDENCE OF INCAPACITY

Employees can use the accepted self-certification arrangement for the first seven days of absence. Thereafter a 'Statement of Fitness for Work' is required to cover every subsequent day.

If absence is likely to be protracted, i.e. more than four weeks continuously, there is a shared responsibility for the Chairman/Vice Chairman and the employee to maintain contact at agreed intervals.

'MAY BE FIT FOR SOME WORK'

If this is the advice of the GP on the Statement of Fitness for Work, then it will be discussed with the employee as to ways of helping them to get back to work, possibly by a phased return or temporarily amended duties. If it is not possible to provide the support an employee needs to return to work, or the employee feels unable to return the Statement will be used as if the GP advised that the employee was 'not fit for work'.

RETURN TO WORK DISCUSSIONS

The Chairman/Vice Chairman will discuss absences with employees upon their return to work to establish:

- a) The reason for and cause of absence.
- b) Was there anything that the Parish Council can do to help.
- c) That the employee is fit to return to work.

If an employee's GP has advised that they 'may be fit for work' the return to work discussion can also be used to agree in detail how their return to work might work best in practice.

FORMAL REVIEW

This will be triggered by frequent short-term absences or long-term absence.

This review should look at any further action required to improve the employee's attendance and wellbeing.

ABSENCE DUE TO DISABILITY OR MATERNITY

Absences relating to the disability of an employee or to pregnancy will be kept separate from sickness absence records.

Next Review July 2026