



Astley Village Parish Council

SICKNESS ABSENCE POLICY/PROCEDURE

Where absence due to sickness occurs:

- Contact the Parish Clerk (or in the case of the Parish Clerk, the Chair of the Parish Council) as soon as is reasonably possible, preferably.
- Give a reason for absence (for less than seven days you do not need to submit any medical evidence).
- Supply an indication of when you expect to return to work
- Keep in contact with the Parish Council and provide regular updates.

On your return to work:

- Advise the Parish Clerk/Chair of the Parish Council (as appropriate) of your return.
- Arrange a return-to-work discussion with the Parish Clerk/Chair of the Parish Council (as appropriate).

In the case of a period of absence of over **seven** days (including weekends and bank holidays):

- Submit a Fit Note from your GP or medical establishment (known as a sick or Doctor's note).
- Advise the Parish Clerk/Chair of the Parish Council (as appropriate) of your expected date of return.
- Discuss with your manager any return-to-work requirements or limitations. These are usually advised by your GP or medical establishment in the form of changes/adjustments to your role.
- The Parish Council reserves the right to require you to submit to a medical examination by a medical practitioner nominated by the Parish Council. Any cost associated with the examination will be met by the Parish Council.

If you are injured at work or in the course of employment you should follow these procedures for reporting absence and submitting Fit Notes, etc.

PAY DURING A SICKNESS ABSENCE

All employees who have been absent for more than four consecutive days (including weekends and bank holidays) are eligible to receive Statutory Sickness Pay (SSP) - up to a limit of 28 weeks.

Dependent on the length of service there is an entitlement to Occupational Sick Pay as set out in the contract of employment.

Whilst on sickness absence you are not expected to undertake any paid work for another employer or for any business established by you without permission from the Parish Council.

FAILURE TO COMPLY WITH THE PROCEDURE/PERSISTENT ABSENCE

Failure to comply with the Procedure could result in the absence being regarded as unauthorised. Persistent absence from work may render an employee unsuitable for their position and may result in dismissal. In either case the matter will be dealt with under the Parish Council's Disciplinary Procedure.