

Sickness Absence Policy & Procedures

Attendance is a vital factor in the effective operation of our services.

High levels of attendance will help to maintain good services and high morale.

Low levels of attendance will result in poor quality services, low morale and will impact upon your colleagues work load.

1. Introduction

- a. The Town Council aims to be a good employer, its approach to sickness management will reflect this. The Council is fully committed to a healthy and safe environment that leads to the achievement and maintenance of high attendance levels.
- b. There can be a number of reasons for sickness absence and the Council's approach to dealing with sickness absence will recognise this.
- c. Employees are essential to the provision of good quality services. Bridgend Town Council has a responsibility not only to the public which receives its services, but also to the employees who provide those services. It is important to achieve a balance between meeting the needs of employees, in a fair and consistent way, and maintaining service delivery.
- d. The Town Clerk has a role to play in promoting the health of employees. This can be done through the elimination of unsafe practices, the provision of safety equipment, health education, direct staff support and mentoring. The Town Council will work in a positive manner to achieve the conditions necessary for high attendance levels and ensure procedures are effective and fair.
- e. When an illness or injury prevents you from doing your job, it is reasonable for you to stay away until you are better. However, absence can become a serious problem:
 - When it is intentional
 - when it is frequent or prolonged
 - when it is without good reason.
- f. Absences from work are costly to the Council. In some cases, absence has to be covered by overtime or by employing temporary staff which effectively means paying more than twice for the same amount of work. The load on your colleagues and workmates increases.
 - How do you feel about covering for people who are off work?
 - How do they feel about covering for you?
 - Are there health and safety factors in doing work you are not accustomed to?
 - Are jobs or work rosters being reorganised to cover for absent employees?
- g. The Council prides itself on being a reasonable employer but it is sometimes necessary to take action against regular absenteeism. In appropriate cases, medical opinion is sought where there are doubts about someone's ability to continue in their job. You may be warned about the consequences of not attending regularly and in some cases it may be necessary to terminate the employment of someone whose record does not improve after warnings.

2. Aims of the Policy

- a. The main aim of this policy is therefore to achieve high levels of attendance from employees at all levels and to reduce sickness absence.
- b. In reducing sickness absence, the Town Council recognises that employees are entitled to expect fair treatment. Managers are equally entitled and required to manage sickness absence properly, to be firm in dealing with abuse of the system and to take into account the operational realities of providing efficient, effective and competitive services.
- c. The policy aims to ensure employees are:
 - treated fairly, properly and consistently
 - informed when their attendance record is causing concern
 - given adequate opportunity and assistance to improve their attendance record with a view to ensuring their full return to normal working, modified working or their possible redeployment to alternative work
 - fully informed of the services available from the Town Council, such as Occupational Health Advice
 - given the opportunity for a home visit to take place to discuss their general welfare and ease any anxiety about returning to work
 - aware that a 'return to work' meeting may be carried out after periods of absence
 - informed of when self-certification and medical certificates are appropriate in accordance with the procedure for reporting sickness.
- d. The policy is separate from the Town Council's policy on discipline. Action taken under the Sickness Absence Policy will not therefore be classed as disciplinary action under the Disciplinary Procedure.
- e. If absences continue at an unacceptable level and dismissal is the next stage, the matter will be referred to the Town Clerk.
- f. In instances where the Town Clerk is the line manager the matter will be referred to a panel of Members drawn from the Personnel Committee.

3. Guidelines

- a. The guidelines are designed to help managers/supervisors who have responsibility for ensuring the regular attendance of employees under their control. It is also guidance for all employees.
- b. The Council considers that effective absence management involves accurate recording procedures, supported by appropriate management action, in order to achieve high levels of attendance, as well as a thorough understanding by employees, of their rights and obligations in this area.
- c. Whatever the circumstances surrounding absence from work, all information relating to an individual must be treated confidentially by all those involved. The Town Council will adhere to the requirements of The Data Protection Act 1998.
- d. Whilst employees are entitled to expect fair treatment, the Council is entitled to be firm in dealing with abuse of the sick pay scheme which may include the right to stop sick pay and disciplinary action including dismissal.
- e. All employees will receive a copy of the Sickness Absence Policy and procedures as part of the Induction process.

- f. This document sets out the procedure to be followed by all staff when dealing with sickness absence.
- g. Sickness absence needs to be managed effectively and consistently and falls into two main types:
 - i. Frequent and non-frequent intermittent short/medium term absence which may or may not follow a pattern or
 - ii. Long term absence being absence longer than 15 working days.
- h. Frequent intermittent absence - To ensure fairness and consistency of treatment, the Council has set 'trigger points' to determine the level of absence at which further action may be considered.

Triggers

- i. 4 occasions of absence in a rolling 12-month period
- ii. 10 working days or more absence in a rolling 6-months period.

4. Responsibility

- a. The Town Clerk and Deputy Town Clerk are expected to monitor and manage the attendance at work of those employees under their control.
- b. The Town Clerk & Deputy Town Clerk are responsible for the day to day welfare of staff.

5. Monitoring procedures

The Sickness Absence Policy and associated procedures will be regularly monitored and reviewed, to ensure they are clear, objective and consistently applied.

6. Sickness during Holidays

- a. If you fall sick whilst you are absent on annual leave, you must obtain a Statement of Fitness to Work (fit note) from your GP/Hospital for the days in question and forward it to your Manager.
- b. You will be regarded as being on sick leave for the dates/duration shown on the medical certificate. This means that your absence will not then be deducted from your annual leave entitlement.
- c. Regular periods of sickness absence before, during and following annual leave will be monitored by the Town Clerk.
- d. If you wish to have a holiday during a period of sickness absence the Town Clerk or Deputy Town Clerk must be informed prior to taking the holiday.

7. General Information

- a. When you return to work from sickness absence which has lasted up to seven calendar days (you must count all days including Saturdays, Sundays, rest days and public holidays) you will be required to complete a Return to work Form. This form must be completed for all absences of 7 days or less. Failure to do so may result in a loss of pay/disciplinary action. You may be required to attend a return to work meeting on your return. You will be asked to confirm the duration and reason for your absence.
- b. If an employee has had several recent absences, especially if they were uncertified or self-certified, then the employee's appropriate Line Manager will want to know more about the circumstances and the employees should be prepared to discuss the situation openly.
- c. If the number or frequency of an employee's absences reaches an unacceptable level then the employee may be required to obtain a medical certificate signed by a doctor from the first day of subsequent sickness absences.
- d. You should be aware that if you do something inconsistent with the stated reasons for sickness absence, or something that worsens your illness or prolongs your absence, the Town Council reserves the right to stop sick pay and in some cases this may result in disciplinary action including dismissal.

8. More than seven day's absence

- a. If you are absent for more than seven calendar days you must consult your doctor about your illness. You must obtain a Statement of Fitness for Work (fit note) signed by your doctor and submit this to the Manager immediately.
- b. If a fit note is not received promptly, this may result in a loss of pay for these or any subsequent days of sickness absence. Your GP may advise one of two options:
 - i. Not fit for work – this means that you have a health condition that prevents you from attending work for a stated period.
 - ii. May be fit for work taking account of the following advice - this means that your health condition does not necessarily stop you from attending work.
 - The doctor may suggest that you could continue to work, but may not be able to complete all of your normal duties and may suggest ways in which you could attend, such as:
 - A phased return
 - Altered hours
 - Amended duties
 - Workplace adaptations
- c. Should you receive a fit note making suggestions from your GP regarding attending work with some changes, your Manager will consider any suggestions made and discuss them with you to determine whether the suggestions made can be supported in the workplace and how they can be implemented. If this is not possible, however, then your Statement of Fitness for Work will be used as if the doctor had advised 'not fit for work'.

9. Contact with Sick Employees

- a. It is important that both your Manager and the absent employee maintain regular contact. This might involve telephone contact, visiting the employee at home, at the workplace, or when appropriate meeting at some other neutral and acceptable venue.
- b. The purpose of the meetings is to obtain information regarding an employee's medical condition prognosis, any support the Town Council can offer, the expected return to work date, etc.
- c. Following a meeting, it may be necessary to refer the employee to an Occupational Health Advisor, as appropriate.
- d. Notes will be kept of discussions from the sickness absence meeting.

10. Sick Pay Entitlement

- a. If an employee is sick and has notified their sickness as required, then s/he will receive sick pay in accordance with the Sickness Absence Scheme agreed from time to time by the National Joint Council for Local Government Services and set out in the National Agreement on Pay and Conditions of Service (the "Green Book").
- b. It is important to remember that entitlement to sick pay depends upon your following sickness reporting procedure and providing proper justification of your illness at all times.
 - Please remember the importance of being at work
 - Consider the serious consequence of absenteeism
 - Accept responsibility for your job and your colleagues
 - Be honest about your reasons for missing work
 - Do not be afraid to seek help for personal problems which may occur.

11. Continuing Sickness Absence

- a. You must continue to submit Statements of Fitness for Work (fit notes) to your Manager for any further days absence.
- b. During any period of absence you must keep in regular contact with your Manager with telephone calls and/or meetings. Your Manager will also keep in touch with you to keep updated on your absence and plan for your return to work.

12. Returning to work

- a. Where a Statement of Fitness for Work (fit note) covers the period of absence and your GP has stated that s/he 'will need to assess your fitness for work again at the end of this period', before returning to work you must obtain a final statement showing your fitness to return, from your doctor and submit it to your Manager immediately prior to your return to work.
- b. Where a Statement for Fitness for Work (fit note) shows a period of time, but the GP has stated that s/he 'will not need to assess your fitness for work again at the end of this period', then you will be able to return to your normal duties at the end of the stated period, or before, should you feel able to do so.

13. Returning to Work Interviews

- a. When you return to work your Manager may arrange a return to work meeting to discuss your absence with you informally. S/he will try to assist you if you have any particular difficulties arising from your absence.
- b. If you have had several recent absences (and especially if they were un-certificated/self-certificated) your manager will want to know more about the circumstances and you should be prepared to discuss the situation openly.
- c. It is widely recognised that the return to work discussion can have many positive effects. Such discussions will be carried out sympathetically and in private, by the Manager. Return to work meetings are an opportunity for employee's to discuss any health issues or other concerns which may affect their work.
- d. A record of the discussion and the nature of the sickness will be made on the Return to Work Meeting Form (Appendix 2). Where actions are required, a copy of this form may be given to the employee. It should be noted that 'sick' is not sufficient as a reason for absence.
- e. If there is no improvement in an employee's sickness record and every effort has been made by the Manager to help an employee regarding their unsatisfactory sickness absence record then the employee will be informed that the matter will proceed to an Informal Interview.

14. Measures to deal with Persistent Sickness Absence

- a) If your record shows regular short term absences, you can expect some discussion with your supervisor about the reasons for these. It is not unknown for a pattern to develop in which Mondays, Fridays and days following public holidays feature prominently. Where the explanation is unsatisfactory, you may receive a warning in writing about the need to improve your attendance record. In extreme cases, you could lose your job if you fail to attend work regularly. This step will only be taken after you have been warned and given an opportunity to improve.
- b) Where false reasons have been given for the absence or you have wrongly claimed sick pay, the matter will be regarded as misconduct. Where the reason for sickness is not in doubt but the amount of time lost is unacceptable, the matter will be regarded as one of capability. It is important for all employees to realise that dismissal or other disciplinary action can still take place even where the absences are genuine and covered by a medical certificate. At the end of the day, it is the amount of lost time and the effect this has on the Council's service which are the determining factors.

- c) In addressing frequent short-term absences and persistent sickness absence, each case must be considered on its merits. However, an employee may be brought in for an informal interview when s/he has had at least:
- 3 spells of absence in the last 6 months
 - 10 working days or more absence in a rolling 6-month period or
 - lost four consecutive weeks due to sickness.
- d) Although you are not ordinarily required to submit a doctor's Fitness for Work (fit note) until you have been sick for more than seven days, where your record shows repeated short-term absences you may be required to visit your doctor on the first day of any subsequent absence.

15. Welfare and Occupational Health Issues

- a) An Occupational Health Advisor can provide advice and guidance to the Town Council on an employee's state of health, giving specific help on such matters as an employee's medical condition, duration of absence, advice on limitations on working activities on the return to work. If appropriate an Occupational Health Advisor may, with the employee's consent, advise the employee's General Practitioner (GP) on the nature of the employee's work and receive from the GP any relevant information on the employee's medical condition.
- b) Information provided by an Occupational Health Advisor relating to an employee will be shared with the Town Clerk/Manager/HR Advisor so that they can manage the sickness absence. Specific medical release of information is covered by the Access to Medical Reports Act 1988 and should not be released to a third party (e.g. insurance companies etc.) without the written consent of the employee concerned.
- c) When a referral is made to an Occupational Health Advisor, in order to achieve a proper medical assessment, it is advisable to provide them with as much information as possible including background information on an employee's duties, working practices, sickness record and the nature of the absence(s).
- d) In some cases the support and advice may be sought from the Town Council's Human Resources Advisor in relation to application of the Town Council's Policy and Procedures, attendance at meetings, advice to Elected Members, advice to Managers and/or advice to employees.

16. Absenteeism as misconduct

- a) The main purpose of the Council's policy is to deal with genuine sickness absence. There may have been occasions when employees have used sickness as a reason for being absent. Where it is established that the sick pay scheme is being abused, the disciplinary procedure will be used and in serious cases employment may be terminated without prior warning. Examples of abuse might include:
- Not ringing in to inform Town or Deputy Town Clerk
 - Deliberately giving false reasons for your absence
 - Indulging in activities whilst you are absent which may impact on your recovery.

It is also worth noting that other reasons which may be dealt with under the disciplinary procedure can also include:

- Arriving for work late
- Leaving work early without permission
- Prolonged meal and refreshment breaks

- Taking annual leave without permission
- Being elsewhere than your proper place of work (for example doing shopping, visiting friends or relatives during works time).

17. Termination on the Grounds of Capability

- a) Any decision to terminate employment on the grounds of capability must be reasonable and the Council's Capability & Disciplinary Procedure must be followed.
- b) The aim of this part of the policy is to explain to employees what may happen if their attendance record is unsatisfactory and to ensure that where formal action is necessary that this is done in a fair, consistent and proper manner.

18. Long Term Sickness Absences

- a) If you are absent for a prolonged period and/or have a long term illness the following action will be taken, having full regard to the Equality Act 2010, especially that relating to the need to make reasonable adjustments for employees who become disabled or whose disability worsens.
- b) You may be visited at home, or some other neutral and acceptable venue, after 3 to 4 weeks absence, and will be interviewed periodically, with the involvement of an accredited trade union representative if you so wish, and in turn you should maintain contact with your Manager. Your Manager will write to you informing you of his/her wish to visit. This may be followed up by a telephone call to you check the date/time is convenient for you.
- c) You may be referred to an Occupational Health Advisor (OHA) after approximately 3 to 4 weeks absence, who will undertake reviews as necessary. It is in your own interest to attend these reviews as the Occupational Health Advisor (OHA) may be able to offer you further advice, help or support. It is essential that you take the opportunity to make sure that the OHA has all the available information about your absence/illness. This will ensure that the OHA gives management the full facts to enable an informed decision to be made regarding your employment.
- d) The OHA in consultation with your GP, where possible, will advise management on the likelihood of you recovering and being able to return to work in your own job. The OHA will also advise when your return to work is expected. For employees who have a disability or become disabled, advice will be sought regarding whether any reasonable adjustments in the workplace would assist your return to work (either on a short term or permanent basis).
- e) Often when an employee has been absent for a substantial length of time, an initial period of rehabilitation is beneficial when they return to work. There may be occasions where a phased return to work, or a return to partial duties in the short term, can be accommodated.
- f) At a welfare meeting prior to their return, the question of whether a rehabilitation period would be of benefit, and if so, what assistance and support will be afforded to the employee should be discussed.
- g) The return to work under the rehabilitation programme should be approved by the GP (i.e. a sentence on the employee's signing off note) and/or from advice from the Occupational Health Advisor.
- h) When a rehabilitation programme has been agreed, the details of the programme, its length and review date should be confirmed in writing to the employee.
- i) A rehabilitation period of three to four weeks is usually sufficient to ease the employee gradually back into the full duties/hours of their post. This often involves working reduced hours or days per week. During this period, the employee will be paid their normal pay. Monitoring and regular discussion will identify an employee's progress and the areas which require further improvement/support/training. At the end of the phased return period, or sooner, as appropriate, a review should take place to assess their progress and to identify if they are able to work the full duties/hours of their job.
- j) Some employees may require a longer period to build up to a full work routine, if this is the case, an employee will then be paid for the actual hours they work and a review period will be arranged to assess their progress and to consider working arrangements for the future. The use of annual leave may also extend the period of reduced days/hours. This is usually appropriate when an employee returns to work in the autumn after a long absence and a substantial amount of annual leave entitlement is outstanding. Annual leave can be used to allow for fewer days of work per

week or fewer hours. This is a beneficial way of maintaining an employee's pay while reducing their working week.

- k) If an employee has a medical condition which will affect them at work on a longer term, or even permanent basis, greater consideration will need to be given to work organisation and adjustments to the workplace. If it is not possible to accommodate the adjustments required, or if the illness/absence is such that the employee cannot return to their own job, then consideration will be given to any suitable alternative employment available at the Council.

19. Employment at Risk

- a) If you cannot return to your own job and no suitable alternative employment is available, the following action will normally be taken:
 - i. You will be advised that your employment is at risk and this will be confirmed in writing to you
 - ii. Where your job can no longer be kept open and no suitable alternative work is available or acceptable to you, you will be interviewed and informed of the likelihood of your dismissal
 - iii. Where dismissal action is to be taken, then it will be on the grounds of incapability due to ill health and the same process will be applied as detailed above.

20. Appeals Process

- a) At each stage of the Formal Procedure an employee will have the right of appeal. Such an appeal must be made in writing within 5 working days of the date of the warning or the letter confirming a dismissal. In the event of an appeal being lodged against a warning the procedure will still continue.

21. The Equality Act 2010

- a) Reasonable adjustments in the form of provision of aids or equipment, adjustment to duties or even redeployment may allow an employee with a disability to remain in employment.
- b) An employee's sickness records should differentiate between disability related and non-disability related absences. Management will need to look at disability related absences separately when making decisions on what action is or isn't appropriate.

FREQUENT, SHORT AND MEDIUM TERM ABSENCES FORMAL ACTION

First Stage - Informal Meeting – Absence Raising Concern (Line Manager)

If your attendance record is falling below an acceptable standard and return to work discussions have taken place, you will be interviewed by your Line Manager and asked for an explanation. This will be an informal meeting and you may bring a work colleague or an accredited trade union representative if you wish.

At the meeting the level of absences and reasons will be discussed. The meeting may result in the need for various actions i.e. the need for you to improve your attendance, referral to an Occupational Health Advisor to obtain an opinion regarding your health, any medical condition, your ability to attend work regularly and carry out your duties of employment etc., any support from the Town Council to help you improve your attendance at work.

At this stage you will normally be advised that your attendance record is causing concern and that every effort must be made to improve it.

Second Stage - Formal Action – Formal Warning (Line Manager/Town Clerk)

You will be informed (or reminded) of the meeting in writing, with 5 working days' notice, and will be informed of your right to be accompanied by a work colleague or accredited trade union representative. The meeting will be conducted by your Manager.

The purpose of the formal interview will be to:

- i. establish the reasons for your level of absence and express concern over your level of sickness absence and its effect on others
- ii. record what action could be taken by you and by management to improve your level of attendance
- iii. set a review period during which your sickness absence level will be monitored
- iv. consider all the circumstances of the case and if appropriate you will be given a formal warning, which will remain on your file for one year.

Where a formal warning is given this will be confirmed to you in a letter which will explain that if your absence record does not improve to the required standard and if the improvement is not sustained, at the next review meeting, if appropriate a final written warning could be issued to you. At this meeting a review date will be arranged to review the absence.

In deciding appropriate action, management will take into account all circumstances including medical information, possible modification to your job and the availability of suitable alternative work. Management will consider reasonable adjustments for employees who become disabled or whose disability worsens under the Equality Act 2010.

Where a formal warning is given, your attendance record will be monitored and a review of your attendance record will take place at intervals of not more than 3 months. One of the aims of the procedure is to achieve and maintain a satisfactory attendance level and therefore, a satisfactory attendance level must be achieved during the review period, this must then be maintained over a longer period. In the case of a formal warning, the improvement must be maintained over a twelve-month period from the date of the letter confirming /giving the warning. If an improvement is maintained over a twelve-month period, the warning will cease to be valid. However, your attendance will still be monitored and if it deteriorates again, you will revert back to the first stage of the procedure, the Informal Interview.

- a) If during the review period there is improvement to a satisfactory level, you will be advised of this in person and this will be confirmed in writing to you by management. If however, following the review, there is no improvement or insufficient improvement a further formal meeting will be held.

- b) Where a warning has been issued, you will have the right of an appeal to the Corporate & Policy Officer or another appropriate member of the Senior Management Team.
- c) In instances where the Town Clerk is the line manager the matter will be referred to a HR Advisor and a panel of Members drawn from the Personnel Committee.

Third Stage - Final Written Warning (Town Clerk)

You will be reminded or informed of the meeting (5 working days prior) in writing and be given the right to be accompanied by a work colleague or accredited trade union representative. The interview will be conducted by the Town Clerk.

If appropriate, a final written warning will be given which states that your sickness absence record must improve or the case could be referred to a HR Advisor and panel of Members drawn from the Personnel Committee for consideration of a dismissal on the grounds of capability and a further review period of not more than 3 months will be set.

The final warning will be confirmed in writing by letter. At this meeting the final formal meeting date will be arranged.

Where a final written warning has been issued, you will have the right of an appeal to the Town Clerk or another appropriate member of the Senior Management Team in her absence or if she has been involved at an earlier stage.

Except for posts where the Town Clerk is the line manager when the matter will be referred to a HR Advisor and a panel of Members drawn from the Personnel Sub- Committee.

Fourth Stage - Referral to the Personnel Committee

Except for posts where the Town Clerk is the manager when the fourth stage will be referral to the HR Advisor and a panel of members drawn from the Personnel Sub-Committee who will undertake the tasks outlined below.

If during the review period there is insufficient improvement, a final formal meeting will be held with the Town Clerk, who will consider your dismissal. This review date will have been arranged at the meeting where you were issued with a final written warning, or in the case of long term absence where you had been informed that your employment was at risk. You will be given 5 working days' notice to prepare for the hearing, at which stage you will be given copies of all relevant documentation which will be presented by management.

You will also be required to submit any paperwork which you require the Town Clerk to consider as part of your case, no less than 3 working days before the date of the meeting. This information will also be shared with management. You will also be given the right to be accompanied by a work colleague or accredited trade union representative. At the hearing the Town Clerk could decide to terminate your contract on the grounds of capability or your final written warning could be reinforced and a further review period could be set. At the hearing management will present the case and you will be given the opportunity to state your case either in person or through your work colleague or accredited trade union representative. However, the representative cannot answer questions on behalf of the employee.

The Town Clerk will decide what action is appropriate. If the decision is to dismiss you, this will be actioned with immediate effect and appropriate notice will be served, in accordance with your contract of employment, regardless of whether or not you are off sick at the time or whether or not your sick pay has

been exhausted. A letter confirming this decision will be sent to you and will also state that you have a right of appeal to the Council's Appeals Sub-Committee.

Any appeal must be given in writing to the Town Clerk within 5 working days of the date of the dismissal letter. If possible, the appeal will be arranged during your notice period.

Following the decision of the Appeals Sub-committee, if the dismissal is upheld, consideration of making you a payment in lieu of any remaining notice will be given, in accordance with your contract of employment. A letter confirming this decision will be sent to you. In the event of the Appeals Sub-Committee overturning the decision you will be reinstated.

Improvement

If during any of the review periods, your sickness absence record improves to a satisfactory level, you will be advised of this by letter. One of the aims of this procedure is to achieve and maintain a satisfactory attendance level and therefore, although a satisfactory attendance level may be achieved during the review period, this must then be maintained and sustained over a longer period.

Where a warning has been issued, the improvement must be maintained over a twelve-month period from the date of the letter confirming/giving the warning, after which time the warning will cease to be valid. However, your attendance will still be monitored and if it deteriorates again you will revert back to the first stage of the procedure, the Informal Meeting.

PROCEDURE FOR NOTIFYING OF AN ABSENCE

1. First Day of Absence

- i. If an employee is unable to attend work through illness or injury s/he must notify their line manager or the Town Clerk/Deputy Town Clerk no later than 9.30am.
- ii. Notification **MUST** be given via a telephone call.
- iii. When notifying absence, the employee must give the reasons for their absence and the likely duration of that absence.
- iv. Where this is not possible then the employee should arrange for someone to do it on his/her behalf.
- v. If an employee fails to follow these reporting requirements then s/he may be classed as absent from work, rather than sick, and may not be paid. The first contact is important since you may be disqualified from receiving sick pay if you do not ring in.

TEXT MESSAGE OR EMAIL IS NOT AN APPROPRIATE METHOD TO NOTIFY YOUR EMPLOYER OF ABSENCE

2. Second Day

- i. On the second consecutive day of sickness, the employee must again notify the appropriate person by the required time and should also indicate how long s/he anticipates that their absence will last.

3. Fourth Day

- i. On the fourth consecutive day of sickness, the employee must again notify the appropriate person by the required time and should also indicate how long s/he anticipates that their absence will last.

4. Eighth Day

- i. If an employee has been absent for seven calendar days, and does not return to work on the eighth day, then s/he must obtain as soon as possible after the eighth day a Fitness for Work (fit note) signed by a doctor which covers sickness absence from the eighth day of sickness onwards and this must be forwarded to the Town Clerk immediately.
- ii. The employee should also notify the appropriate person and give an indication of how long s/he anticipates their absence will last or how long they have been signed off from work in order for work cover arrangements to be made.

SELF CERTIFICATION SICKNESS ABSENCE FORM

NAME: _____ JOB TITLE: _____

PERIOD OF ABSENCE

First date you were unfit for work _____ (day) DATE: _____

(If you had to leave work early through ill health, time you finished work _____ am/pm)

Last day you were unfit for work _____ (day) DATE: _____

When back at work when did your shift begin _____ am/pm DATE: _____

DETAILS OF SICKNESS OR INJURY

Please give brief details of your illness:

OTHER ABSENCES (Doctors, Dentist, Bereavement etc.)

I will be/was away from work because of	DAY	DATE	FROM (TIME)	TO (TIME)	DURATION

If you visited a doctor, dentist or hospital – please give the name and address:

DECLARATION

I declare that the information I have given is correct and I understand that any attempt to give false information could lead to disciplinary action.

Employee’s Signature: _____ Date _____

Line Manager’s Signature: _____ Date _____

Town Clerk’s Signature: _____ Date _____

SICKNESS ABSENCE RETURN TO WORK INTERVIEW FORM

Interviewee:		
Position:		
Interviewer:		
Others Present:		
Period of Absence:	FROM:	TO:
Was the absence related to an accident at work? <i>(please circle as appropriate)</i>	YES <i>(please provide details below)</i>	NO
If yes, was it reported to the Town Clerk?	YES	NO
Reason for Absence:		
Are you fully fit to return to work?	YES	NO
Are there any adjustments to workplace/hours/duties to be made that will make your return to work easier or eliminate further absence? <i>(Please provide as much information as possible)</i>		
Previous Absence Records:		
Date from:	Date to:	Reason:

Managers Comments and any further information:

Employee's Signature: _____ Date _____

Line Manager's Signature: _____ Date _____

Town Clerk's Signature: _____ Date _____