

Sickness and Absence Policy

HOLLESLEY PARISH COUNCIL

Judi Hallett
CLERK, HOLLESLEY PARISH COUNCIL

- a) If you are absent from work on account of sickness or injury, you or someone on your behalf should inform the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs. If deemed necessary, a stand-in should be arranged.
- b) In respect of absence lasting up to seven calendar days, you are required to inform the Chair/ Vice-Chair and self-certificate your absence.
- c) In respect of absence relating to illness lasting more than seven calendar days, you must provide a medical certificate stating the reason for the absence and thereafter provide a consecutive medical certificate to cover any subsequent period of absence.
- d) You will be paid your agreed basic remuneration in line with the scale of payment for any one year that runs from 1 April to 31st March, in line with your Contract of Employment. Entitlement to payment is subject to notification of absence and production of medical certificates as required above.
- e) The Council operates the Statutory Sick Pay scheme and you are required to co-operate in the maintenance of necessary records. For the purposes of calculating your entitlement to Statutory Sick Pay 'qualifying days' are those days on which you are normally required to work. Payments made to you by the Council under its sick pay provisions in satisfaction of any other contractual entitlement will go towards discharging the Council's liability to make payment to you under the Statutory Sick Pay scheme.
- f) The Council reserves the right to require you at any time to submit to a medical examination by a medical practitioner nominated by the Council, subject to the provisions of the Access to Medical Reports Act 1988 where applicable. Any costs associated with the examination will be met by the Council.
- g) Whilst on absence due to sickness or incapacity, you are not permitted to undertake any paid work for another employer or for any business established by you without express permission from the Council.

Adopted by the Parish Council at a meeting on:

Signed:

Mrs Judi Hallett
Clerk

Mrs Jane Daly
Chair