



Serving the community

Blaby Parish Council

EMPLOYMENT POLICY NO.3 – ABSENCE FROM WORK

Attendance

You should arrive at work in sufficient time to actually start working at your normal starting time. Whilst we understand that on limited occasions, unexpected occurrences may impact your ability to attend work, or may cause you to arrive late, lateness and absence have an adverse impact to both the business and other employees and we trust that you will take a positive approach to attendance at work.

Deductions for Lateness

We will normally make a deduction, based on your normal basic rate of pay for any lateness.

Reporting Absence or Lateness

If you are unable to attend work, or get to work by your expected starting time, you should notify us as soon as possible and at least one hour prior to your expected start time, to allow us to take the necessary action to cover your absence and minimise any impact it may have.

You should speak personally by telephone to your Manager or leave a message on the Office Answer Machine to inform us of your absence from work. Your message should detail your reason of absence and how long you expect to be away from work. Your Manager will then call you later in day, if you have not spoken to them in person, and agree with you any further reporting procedures you may need to comply with prior to your return to work.

You should always report your absence yourself by telephone. You should not ask another person to call on your behalf and you should not notify us by text message, email or any other medium.

Failure by any employee to contact us during absence in accordance with this procedure will normally be considered unauthorised absence and result in the employee being liable to loss of pay for the period of absence and to disciplinary action.

This will not normally be remedied by the subsequent receipt of a back-dated medical certificate.

Fit Notes

Your doctor may feel that it is appropriate to suggest that whilst you are unable to carry out your job in its current form, you may be fit for work with some adjustments. If so, your line

Manager will discuss your doctor's recommendations with you and where possible we will consider reasonable adjustments.

Returning to Work After a Period of Absence

You should notify your Manager the day before your return to allow us to give sufficient notice to cancel any arrangements we may have made with any individual to cover your workload during your absence. If you arrive for work without such notification, we will send you home from work for the day without pay.

If you have been suffering from any contagious or infectious disease you should ensure that your doctor is happy for you to return before you do so. Your Manager will advise you further if you are unsure.

Upon your return to work you will be required to attend a return to work interview with the Manager or another senior individual, within the organisation, where necessary.

If we feel that your lateness and/or absence are unacceptable, we may invoke the disciplinary process, which could lead to your dismissal.

Absence Due to Sickness or Injury

If you are absent for a period in excess of seven calendar days, (irrelevant if these constitute your normal working days or not) you should provide us with a medical certificate from your GP or other relevant medical practitioner. Such medical certificates should then be forwarded to us on a regular basis to cover the whole period of your absence. If your absence is for a period of seven calendar days or less, you will be required to complete a Self-Certification of Absence form on the first day of your return to work.

The above documentation is required irrelevant of whether or not you qualify for any payment during your absence.

Dependent upon your circumstances, you may be eligible for SSP during your absence, in line with current legislation. However, if you fail to follow our procedures for reporting and certifying your absence without good reason, we may withhold payment of SSP Payments and/or any contractual sick and injury payments and/or may treat it as a disciplinary matter. Submission of medical certificates, although validating your reason for absence, will not necessarily prevent us from taking appropriate action, including invoking the disciplinary process, if we feel your cumulative absence from work is excessive. Depending upon the circumstances of your absence/s from work, we may ask you to allow us to approach your GP or another member of the medical profession with a view to obtaining further information on your condition. We will then consider if there are any reasonable adjustments which we could implement to help you to improve your attendance. It may be necessary, if acceptable solutions cannot be found, to terminate your employment with us, in line with current legislation.

If you qualify for SSP this will be paid to you at times and in the manner you would normally receive your wages or salary. Failure to supply the relevant certification of absence will result in non-payment of SSP. The first three days of absence are 'waiting days' and as such will not command any payment of SSP.

Any entitlement to Contractual Sickness and Injury pay will be detailed in your Statement of Main Particulars of Employment. If any such payments are made to you whilst you are

away from work, they will be inclusive of any entitlement you may have to SSP, or any other alternative benefit or payment you may receive.

If you pursue a claim for compensation from any person, company or other entity for the injury or illness you incurred, you should consider including loss of income in the claim as we reserve the right to recover any SSP or Contractual Payments we made to you during your absence from work from any compensation which may be awarded to you.

Time Off for Medical Appointments

If you need to visit the doctor or dentist, wherever possible, you should arrange the appointment outside of your normal working hours. If the doctor or dentist cannot facilitate this then the appointment should be made as close to your starting or finishing time as possible or taken as annual leave subject to the holiday booking procedures as denoted earlier in this handbook.

You should discuss the absence with your Manager and give us as much notice as possible of your intended absence from work. Whilst we appreciate that this is not always possible with an emergency GP appointment, you would normally be given adequate notice to attend other kinds of appointments. Other than for emergency appointments you should provide your Manager with a copy of your appointment card, letter etc. In the event of an emergency appointment we may ask you to provide evidence of your appointment so that we can monitor your ongoing welfare.

Such time off will normally be without pay.

Time Off for Dependants

There may be occasions when you need to take a reasonable amount of time off during working hours to deal with *unforeseen* matters and *emergencies* relating to a dependant. A dependant could be a spouse, partner, child, parent, or someone who depends on you for care.

The leave can be taken for example to:

- Deal with a breakdown in childcare;
- To put longer term care in place for children or elderly relatives; or
- If a dependant falls ill or is taken into hospital.

You have a statutory right to a reasonable amount of time off to deal with any such matter. The legislation does not prescribe what amount of time is reasonable but does suggest that in most cases a day or two will be sufficient to deal with the immediate crisis. If you wish to take time off work you must speak to your Manager to discuss your situation and agree a reasonable amount of time away from work, which will normally be without pay.

Time Off for Parental Leave

If you have at least twelve months service with us and you wish to exercise your right to take parental leave, please speak to your Manager who will advise you further regarding your entitlement and agree the time off at a time agreeable to both you and the Council. Parental Leave is unpaid leave.

Time Off for Maternity

If you become pregnant, we recommend that you speak to your Manager in confidence as soon as you are aware of your condition. Your safety and that of your unborn child are important to us and we would want to look at any adjustments we may need to make to your work or working conditions to help ensure that you are both kept safe. We would also ensure that you were made fully aware of both your obligations and entitlements at an early stage, to help you plan.

Time Off when Adopting a Child

If you are adopting a child, you may be entitled to time away from work on adoption leave and may qualify for Statutory Adoption Pay. If you are adopting a child, your Manager will be able to advise you of your rights and obligations.

Time Off For Paternity Leave

If your partner is pregnant or you are both adopting a child, you may be entitled to take time away from work, which dependent upon your circumstances may command Statutory Paternity Pay. Please speak to your Manager who will explain in full your obligations and your rights.

Shared Parental Leave

Should you wish to exercise your right to Shared Parental Leave, you should contact your Manager who will discuss your individual entitlements should you meet the eligibility requirements

Time Off For Bereavement

In the sad event of a bereavement of a member of your family or a close friend, please discuss your circumstances with your Manager and agree appropriate time away from work.

Time Off for Any Other Reason

If you need to take time off for any other reason than covered by the paragraphs above, you must speak to your Manager as soon as you are aware of the need to take time off work. Your Manager will decide whether or not the absence request is reasonable and if we can support the time away from work. You will not normally be paid for the time off.

Adopted 12th July 2011

Reviewed Yearly, Last Reviewed September 2020



Serving the community

Blaby Parish Council

EMPLOYMENT POLICY NO.3 – SICKNESS ABSENCE -

RETURN TO WORK INTERVIEW FORM

BLABYPARISH COUNCIL

RETURN TO WORK INTERVIEW FORM

Name:

Job Title:

First Day of Absence ___/___/___

Last Day of Absence ___/___/___

Total number of days absent ____

Total number of days off work ____

Is absence due to an injury at work? YES/ NO

Have you seen a Doctor? YES/ NO

Reason for absence

(Please give a brief description of the illness or other reason for absence)

Action Taken

(please give a brief description of any action taken to date)

Proposed Course of Action

I understand that if I knowingly provide inaccurate or false information regarding my absence it may result in disciplinary action.

Employees Signature:

Date:

The Manager's Signature:

Date:



Serving the community

Blaby Parish Council

EMPLOYMENT POLICY NO.3 – SICKNESS ABSENCE –

COUNSELLING CARD

SICKNESS ABSENCE COUNSELLING CARD		
Name:		Job Title:
Date of Meeting	Action Plan including: The standard(s) to be achieved, How improvement will be monitored/measured, What support and/or training to be provided, dates by when improvement is to be achieved and reviewed.	Signatures of employee and manager