

Ashton Hayes and Horton cum Peel Parish Council

Absence Policy

Ashton Hayes and Horton cum Peel Parish Council believes in the effective management of absence.

Staff attendance is important, both to the organisation and to colleagues. The effects of high absence levels are wide ranging and affect everyone in the organisation. Managers and employees have an interest in ensuring that absence does not jeopardise their prosperity or job satisfaction. By working together to establish and maintain ways of monitoring and controlling absence, managers and employees are not only controlling costs and increasing productivity but also ensuring the fair and consistent treatment of the whole workforce.

The Ashton Hayes and Horton cum Peel Parish Council will, therefore, monitor levels of absence and take action where appropriate. For this reason it has introduced guidelines, with review procedures, and established records to ensure complete and proper understanding of attendance levels.

1. Sickness Pay, Rules & Procedures

Ashton Hayes and Horton cum Peel Parish Council operates a sickness pay scheme the conditions of which are set out below.

An employee absent from duty owing to illness or injury shall be entitled to receive an allowance as follows:

During the 1st year of continuous service Up to 4 weeks

During 2nd to 5th year of continuous service Up to 8 weeks

After 5 years of continuous service Up to 13 weeks

In the event of Occupational Sick Pay ceasing, Statutory Sick Pay will continue to be paid in accordance with current legislation.

7 days will be recognised as qualifying days for Statutory Sick Pay; this excludes Sundays.

Third Party Claims

Where a legal right of action lies against a third party, sickness payments made by the Ashton Hayes and Horton cum Peel Parish Council are considered to represent an advance in lieu of salary. The amount paid should then be included in the claim made against the third party and where the claim is successful the amount of advance refunded to the Ashton Hayes and Horton cum Peel Parish Council. Should the claim be unsuccessful, the amount advanced will be considered to be sickness pay and not repayable.

It is important that if you become involved in an accident of the above nature you should advise the Finance Officer as soon as practicable after the accident and you should of course take the necessary steps to pursue any claim against the third party.

Notification of Absence

The following procedure for notifying Ashton Hayes and Horton cum Peel Parish Council of any absence through sickness or injury should be observed.

First Day

You must ***personally*** notify the Chairman will require certain information from you in order to complete the illness, injury or accident report. If possible give an indication of the probable length of absence. (Please see forms section for recording sickness and absence)

If the Chairman. is not present at the time of the call, s/he will ring back at the first opportunity to obtain details of your absence.

Fourth Day

If you are still unable to work you must notify the Chairman as to your progress and probable length of absence.

This is especially important if you may be excluded from the Statutory Sick Pay Scheme.

Eighth Day

If you are still unable to work you must obtain a certificate from your Doctor and send it immediately to the Chairman ensuring that all details are completed.

If your illness or incapacity continues obtain and submit Doctor's Certificates at appropriate intervals until you are fit to return to work. The Chairman will, during this time, maintain contact with you and undertake at least one welfare visit per month.

In cases where the first doctor's statement covers a period exceeding 14 days or where more than one statement is necessary, you must obtain, before returning to work, a final statement as to your fitness to resume.

Return to work – Welcome Back Interview

A record will be kept of all sick leaves taken (See forms section). When you return to work you will be interviewed by the Chairman. The purpose of the interview is to check whether you need any help or support before resuming work and to let you know what has happened whilst you have been away.

You will also be required to complete a statement confirming your fitness to return to your normal activities (See forms section).

Long Term Sickness

After 8 weeks continuous sickness consideration will be given to:

- Your welfare needs
- The medical evidence currently available about your condition
- The impact of your absence on the work of the Ashton Hayes and Horton cum Peel Parish Council
- The need for further action in accordance with the Ashton Hayes and Horton cum Peel Parish Council rules and procedures.

You will be asked to give your consent to the Chairman consulting your Doctor to obtain advice and guidance both for yourself and the organisation on your medical circumstances.

You may also be asked to see an independent medical adviser for advice and guidance both for yourself and Ashton Hayes and Horton cum Peel Parish Council will use its best offices to use West Cheshire and Chester Council's Occupational Health Unit for this purpose.

If, unfortunately, you are declared medically unfit to perform your normal job every effort will be made by Ashton Hayes and Horton cum Peel Parish Council if you so wish, to redeploy you to another available and suitable job which could be considered to be within your capabilities. This might require a formal assessment process and some retraining. Every effort would be made to help rehabilitate employees in these circumstances.

If, however, in the opinion of the independent medical adviser you are unable to return to any form of employment with Ashton Hayes and Horton cum Peel Parish Council your case will be referred to Ashton Hayes and Horton cum Peel Parish Council for decision.

Frequent Short Term Absence

After frequent short term absence, with a minimum period of six months, consideration will need to be given to:

- Your support needs in relation to improving your attendance
- The medical evidence currently available about your condition
- The impact of your absence on the work of Ashton Hayes and Horton cum Peel Parish Council
- The need for further action in accordance with the Ashton Hayes and Horton cum Peel Parish Council rules and procedures.

You will be asked to give your consent to the Chairman consulting your Doctor to obtain advice and guidance, both for yourself and the organisation, on your medical circumstances.

You may also be asked to see an independent medical adviser for an independent medical examination. Ashton Hayes and Horton cum Peel Parish Council will use its best offices to use West Cheshire and Chester Council's Occupational Health Unit for this purpose.