



# **SICKNESS ABSENCE POLICY**

**(Adopted 13<sup>th</sup> October 2020)**

## **SICKNESS ABSENCE POLICY**

1. 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.
2. In respect of absence lasting up to seven calendar days, you are required to inform the Chairman or Vice-Chairman and self-certificate your absence.
3. 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 certificate to cover any subsequent period of absence.
4. You will be paid your agreed basic remuneration for 28-weeks in any one sick pay year that runs from 1st April to 31st March. The Council will be responsible for reclaiming the Statutory Sick Pay element from the Inland Revenue.

Entitlement to payment is subject to notification of absence and production of medical certificates as required above.

5. 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.
6. The Council reserves the right to require you to be examined by an independent Medical Examiner of the Councils choosing in the event of prolonged illness in excess of three months.

***Adopted by Rogiet Community Council on 13<sup>th</sup> October 2020***

Signed: .....

***Chairman: Cllr Robert Stallard***

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***Clerk: Miss Catherine Baker***