



Sickness Absence Reporting Procedure

To be given to new employees by their line manager

1.0 Notification of Absence/Return

An employee who will not be attending work as expected must contact Rob Core, Parish Clerk or Jake Mee, Deputy Clerk, stating the reason for the non-attendance, no later than an hour before the start of shift. Contact must be made by telephone. It is not permitted to notify absence by sending an email or a text message.

It is the employee's responsibility to notify the Clerk or Deputy Clerk and only in exceptional circumstances should the responsibility be passed to a friend or relative. Where the Clerk or Deputy Clerk is unavailable at the time the employee calls, the employee should leave a message and the Clerk or Deputy Clerk will return the call at the earliest possible opportunity. Failure to notify in accordance with procedure may result in the suspension of pay and will result in the absence being regarded as an unauthorised absence, which may also be dealt with under the Disciplinary Policy.

Employees must tell the Clerk

- The broad nature of their illness
- The anticipated length of their absence (if known at this stage)
- Details of any outstanding appointments or urgent work that needs to be dealt with during the absence

During a period of self-certification employees should make contact in line with the arrangements agreed with their line manager at the time of reporting their sickness absence. During a medically certified absence employees should maintain contact in line with the agreement made with the employer and should give their line manager adequate notice of their expected date of return to work.

2.0 The Self Certification and Sickness Absence Form

The 'Self Certification & Sickness Absence form' should be completed for all periods of absence. This is in line with the Health, Wellbeing and Attendance Policy, a copy of which forms part of this document and is for your information and retention.

3.0 Statement of Fitness for Work

Sick notes should be provided for periods of absence beyond seven days and should be forwarded to the Clerk. Where possible the employee should indicate how long it is envisaged the absence will be. Any changes in the circumstances, including an earlier return or the requirement to submit a sick note for longer absence, should be communicated to the Clerk by telephone or in a sealed envelope marked 'confidential'. Receipt of sick notes should be timely. Any absence, after the 7th calendar day, not covered by a sick note will be viewed as unauthorised and may be dealt with under the disciplinary code. Employees are expected to provide sick notes throughout the entire period of absence. Retrospective sick notes are unacceptable.



Strictly Confidential

Return to Work Form

Part 1: Self-Certification *(to be completed by employee)*

Name:	Job Title:
1 st Day of Absence:	Date Returned to Work:
Number of working days absent:	Are you: full time / part time * <small>*Delete as appropriate</small>
State briefly why you were unfit for work (specify nature of illness or injury. Words like "illness" or "unwell" are not enough)	
I reported my absence to: _____ on (date): _____	

Signed (employee): Date:

Part 2: Return to Work Discussion *(to be completed by manager)*

Manager's Name:	Date of RTW Discussion:
Has the necessary medical certification been presented? (e.g., where required, a fit note/s)	Yes/No
Summary of discussion:	
Any other comments or issues raised, and any further action agreed:	

Signed (employee): Date:

Signed (manager): Date: