



Moulton Parish Council

<https://moultonpc.org.uk>

Absence Policy

Moulton Parish Council believe in the effective management of absence.

Staff attendance is important, both to the council and to colleagues. The effects of high absence levels are wide ranging and affect everyone in the council. The council and employees have a vested interest in ensuring that absence does not jeopardise the effectiveness of the council nor its employees. By working together to establish and maintain ways of monitoring and controlling absence, we are not only controlling possible costs but also ensuring the fair and consistent treatment of all employees

The Parish Council HR Committee 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.

Sickness Pay, Rules & Procedures

Moulton Parish Council operates a sickness pay scheme, the conditions of which are set out below or are those stated in the contract of employment if different.

An employee absent from duty owing to illness or injury shall be entitled to receive Occupational Sick Pay 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.

5 days will be recognised as qualifying days for Occupational Sick Pay; this excludes Sundays.

Third Party Claims

Where a legal right of action lies against a third party, sickness payments made by Moulton 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 Moulton Parish Council. Should the claim be unsuccessful, the amount advanced will be considered to be sickness pay and this is not repayable.

It is important that if you become involved in an accident of the above nature you should advise the Chair or Vice Chair 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 through Sickness

The following procedure for notifying Moulton Parish Council of any absence through sickness or injury should be observed.

First Day

You or your nominated representative must **personally** notify Moulton Parish Council Chair or Vice Chair **before 10.00 a.m.** that you are absent.

Moulton Parish Council will require certain information from you in order to complete the illness, injury or accident report. If possible, give an accurate reason for absence and give an indication of the probable length of absence.

Note: If the Chair/Vice Chair 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 Moulton Parish Council as to your progress and probable length of absence.

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

Fifth Day

If you are still unable to work you must obtain a certificate from your Doctor and send it immediately to Chair/Vice Chair 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.

Moulton Parish Council 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.

Non-compliance with the above procedure may result in a disciplinary action being taken.

Return to work – Welcome Back Interview

A record will be kept of all sick leaves taken. When returning to work the employee will be interviewed by Moulton Parish Council HR Committee Chair within the first week of resuming work. This interview will be recorded using the Return to work interview form (see Appendix 1). 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.

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 Moulton Parish Council.

You will be asked to give your consent to Moulton Parish Council HR Chairperson consulting your Doctor to obtain advice and guidance both for yourself and the council on your medical circumstances.

You may also be asked to see an independent medical adviser or Occupational Health Unit for advice and guidance both for yourself and Moulton Parish Council.

If, unfortunately, you are declared medically unfit to perform your normal job your contract will be terminated.

Frequent Short Term Absence

After frequent short term absence, within 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 Moulton Parish Council.

You will be asked to give your consent to Moulton Parish Council HR Chairperson consulting your Doctor to obtain advice and guidance, both for yourself and the council, on your medical circumstances.

You may also be asked to see an independent medical adviser or Occupational Health Unit for advice and guidance both for yourself and Moulton Parish Council.

Notification of Absence through Holiday Entitlement

Employees must request absence for holidays by the Holiday request form (see attached) which should be sent to the Chair or Vice Chair for approval. Holiday approval will only be made if the dates requested are suitable for Moulton Parish Council's business needs and no plans should be made until approval is granted. It is the employee's responsibility to ensure that normal business is covered during their absence and should seek cover from either a member of the Parish Council or from a clerk of a neighbouring Parish.



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Return to work interview

The purpose of the return to work interview is:

- To assist in the identification of how to help your return to work and to help prevent similar illness reoccurring;
- To update you on developments in your absence and any effect that has on your work.

Date	
Interviewee	
Interviewer	
Date(s) of absence	
Total number of sick days in past 12 months	
Were procedures for notification followed?	
Was a doctors' note provided – if required?	

What was the reason for your absence? How are you feeling now?
Was your illness work related?
What, if anything, do you feel MPC can do to assist your return to work or in the future?
Update on developments at work during the period of absence
Any other points to discuss?

Interviewee: Date:

Interviewer: Date:



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Holiday Request Form

Employee name:	
Position	
Annual Leave entitlement:	
Annual leave requested (days/hours):	
Start date/time of leave:	
End date/time of leave:	
Annual Leave remaining:	

Approved by:

Date: