



Treverbyn Parish Council

Staff Absence Management Policy

1. Introduction

Treverbyn Parish Council is committed to delivering high-quality services to all its customers by optimising the contributions of its employees. To achieve this, the Council emphasizes the importance of maximizing attendance while also being concerned for the health and wellbeing of its workforce.

The Council strives to:

- Create a safe and supportive working environment.
- Encourage employees to take reasonable care of their own health and seek medical assistance when necessary.
- Manage sickness absence fairly, sensitively, and consistently.

While the Council recognises that genuine medical conditions may occasionally lead to employee absence, it must also balance this with public accountability and cannot sustain high levels of absence. Recurrent short-term or extended periods of absence will be addressed appropriately.

2. Aims

To fulfil its responsibilities, the Council will:

- Provide a supportive environment for employees affected by ill health.
- Ensure managers and employees adhere to this policy and related procedures.
- Routinely monitor levels of sickness absence across the workforce.

3. Responsibilities

Employees:

- Regular attendance and adherence to the Council's absence reporting procedures.
- Accurate documentation of all periods of absence on personal records.

Clerk:

- Responsible for recording, monitoring, and managing employee absences on a day-to-day basis.
- Ensures all employees are familiar with the Absence Management Policy and Procedures.

4. Reporting Absence

Employees unable to work due to illness/injury must contact their Line Manager by 9:30 AM on the first day of absence (or the next working day). The employee must provide:

1. The nature of the illness/injury.
2. The date the illness/injury began.
3. The expected duration of absence.
4. Details of any urgent work commitments requiring reassignment.

If the Line Manager is unavailable, the employee must contact the office. Failure to follow the reporting process may result in unauthorised absence, loss of pay, or disciplinary action.

5. Certification

- Absences of up to seven days: A self-certification form must be completed on return to work.
- Absences exceeding seven days: A fit note certified by an eligible healthcare professional is required, and there must always be a valid fit note in place for ongoing absence.
- If a fit note indicates the employee "may be fit for work," the Clerk will discuss possible workplace adjustments to facilitate a return to work.

6. Return to Work Meetings

A meeting between the Line Manager and employee will occur on the first day of return or as soon as possible. The purpose of this meeting is to:

1. Confirm the employee is fit to return.
2. Address any concerns or issues affecting attendance.
3. Update the employee on work matters during their absence.
4. Complete the Sickness Declaration Form.

7. Managing Absence

7.1 Frequent Intermittent Absence

Absence triggers:

- Four episodes or 10 working days of absence in a rolling 12-month period.
- Pro-rata adjustments for part-time employees (e.g., 8 days for a 4-day week).

Stage 1 – Absence Review Meeting:

- The employee's absence record will be reviewed, and they will be informed of required improvements.
- Attendance will be monitored for at least three months, and the employee will be warned of potential consequences if no improvement is made.

Stage 2 – Further Review Meeting:

- If no improvement is seen, further monitoring will be implemented with warnings of possible termination.

Stage 3 – Final Review Meeting:

- Continued poor attendance may lead to an Attendance Hearing to consider dismissal.

7.2 Long-Term Absence

- Regular contact and Absence Review Meetings will occur during the employee's absence.
- If no return is foreseeable, a Final Absence Review Meeting will be held, potentially leading to an Attendance Hearing.

8. Occupational Health

The Council may refer employees to Occupational Health for independent medical advice regarding:

- Identifying underlying conditions.
- Recommendations for workplace adjustments.
- Determining fitness for work or redeployment options.

9. Attendance Hearing

If an Attendance Hearing is necessary:

- The employee will receive written notice and have the right to be accompanied by a trade union representative or colleague.
- The hearing will be conducted by a panel of three Staffing Committee members.
- Decisions, including dismissal if warranted, will be communicated in writing within five working days, with clear explanations and the right to appeal.

10. Appeals

Employees may appeal formal warnings or dismissal decisions by writing to the Clerk within 10 days of notification. Appeals will be heard by a separate Staffing Committee panel, and the final decision will be communicated in writing.

11. Monitoring and Records

All absence records will be maintained confidentially in compliance with Data Protection legislation. Employees may request access to their records.

Appendix 1 – Return to Work Discussion Form

Name:

Date of Interview:

Line Manager Conducting Interview:

Period of Sickness Absence: From: To:

Number of Working Days Absent:

Summary of Discussion:

(Include notes on health, work adjustments, or concerns discussed)

Signatures:

- Employee: _____ Date: _____

- Clerk: _____ Date: _____

This policy ensures that Treverbyn Parish Council provides support to its employees while maintaining accountability and effective service delivery.