

YEOVIL TOWN COUNCIL



SICKNESS PROCEDURE - STAFF

Reporting Sick

You must make contact with your Manager/Supervisor on the first day of absence. A telephone call should be made as soon as possible but not later than 9:00am on the first day of your absence giving self-diagnosis and an indication of the possible duration of your absence. If you are unable to call yourself, you may ask someone to make contact on your behalf, or as a last resort, you may text or e-mail your Manager/Supervisor. However, you must ensure that you speak with your Manager/Supervisor later the same day or as soon as practicable thereafter. This is important so that arrangements to cover your work can be made. In addition, your colleagues are likely to worry about you until they know you have not arrived at work.

If you fail to notify your Manager/Supervisor within the specified time, this will result in the absence being classified as an unauthorised unpaid absence. Therefore, it is likely that there would be no entitlement to Statutory Sick Pay or Yeovil Town Council sick pay for the days until you report in. Neither will it be possible to convert this absence to annual leave at a later date.

If you do not make contact within the required time, your Manager/Supervisor will try and contact you, so that they can find out what is happening, and to make sure that you are safe.

If your absence is expected to last for more than one day, then you are required to keep your Manager/Supervisor informed at regular or agreed intervals (at most 3 working days apart from the first day of absence).

Getting authorisation for your absence

If you are absent for more than seven calendar days, i.e. including Saturday and Sunday, then you should submit a doctor's medical certificate to your Manager/Supervisor as soon as possible.

Thereafter you must submit continuous intermediate and final doctor's certificates in the same way.

If you feel well enough to return to work before the expiry of a doctor's medical certificate, you may be required to obtain clearance from your doctor confirming that you are fit to return.

In addition you will be required to complete and sign a copy of the Council's "Return to Work After Sickness" form, which covers the first seven days of your absence even if you were absent for half a day.

Return to Work Interview

Your Manager/Supervisor will conduct a return to work interview with you following every period of absence. This is to establish the cause of your absence and to countersign your claim form to authorise that the claim is genuine. The "return to work" interview is important as this gives you the opportunity to explain the reason for your absence and complete the second side of the "Return to Work After Sickness" form. It is also an opportunity for your manager to:

- Emphasise the importance of good attendance and explain why absence is continually monitored;
- Raise any concern regarding your attendance record;
- See whether you need any further support; and
- Decide if further action should be taken regarding your attendance record. In the event that you have an unacceptable attendance record (see the definition of recurring absence in the overview document) this will be managed in accordance with the Absence Management Procedure, outlined in the procedure for Managers and with the framework of the Capability/Disciplinary Policy.

Any dishonest claim that may have been, may result in pay being withheld and disciplinary action being taken.

Managing Recurring Absence

A reasonable definition of "Recurring Absence" would be an employee who has:

- Four separate absences, during a 12-month rolling period
- Absence resulting in a loss of 10 or more working days, during a 12-month rolling period
- Any recognised pattern of sickness absence, e.g. Monday/Friday absences, school holidays

This would be irrespective of whether the absences were self-certified or a doctor's statement was produced. All instances of absence must be checked upon return to work and the Return to Work Sickness Declaration (both sides) must be completed.

If your Manager is concerned that you are having excessive sickness absences, the Absence Management Procedure will be followed, which your manager will explain.

Yeovil Town Council

24th July 2018

To be reviewed: July 2023

(subject to changes in legislation, recommended practice, operations)