



## **Halstead Town Council**

### **Sickness and Absence Policy**

Halstead Town Council is committed to promoting the health and wellbeing of all employees. This policy aims to promote supportive and effective management of absence due to ill-health (commonly known as sickness absence). Where support is considered necessary it will be offered as early as possible.

The Sickness Absence Policy aims to maximise employee attendance while recognising that there are occasions when employees may be unable to attend work due to their own ill-health.

The purpose of this policy and associated procedures and guidance is to provide a clear framework for reporting and recording sickness absence and outline the fair and consistent management of short and long-term sickness absence. It also ensures that employees have the support they need from their manager.

This policy may be used in conjunction with the Capability policy.

#### **Statement of Policy**

The aims of this policy are to:

- Provide employees and manager with a standard process and consistent approach for managing, recording and reporting sickness absence;
- Promote a positive culture of attendance;
- Minimise sickness absence levels and help facilitate employees' return to work;
- Offer support and assistance to staff experiencing ill-health;
- Ensure the Council acts in a fair, reasonable and consistent manner when dealing with sickness absence issues; and
- Establish the roles and responsibilities of all parties involved, including employees, manager and councillors in relation to sickness absence.

Employees who are unable to attend work due to ill-health are required to notify the clerk as soon as possible of their absence, and the clerk is to keep records of such absence. Employees should also inform the clerk if they have a medical appointment which will necessitate absence from work, although employees should make every effort to arrange such appointments outside work time. Employees and clerk should keep in communication to monitor progress towards a return to work. The clerk will request a Return to work interview with the employee when they return.

Sickness records will be reviewed regularly. The absence target for Halstead Town Council is that employees should aim not to exceed 10 days pro rata of absence for sickness per 12-month period. The number of occasions an employee is off for reasons of ill health during that period will be noted as well as the number of days of absence. Absence of 9 days, or frequent short absences of 1 or 2 days will trigger an interview with the clerk to explore the

underlying causes of the absence. This does not apply to those who have been diagnosed with serious long-term illness, either chronic or acute.

The clerk should be supportive of employees when managing sickness absence and ensure that it is addressed in a caring and sensitive manner and with a fair and consistent approach, balancing the needs of individual employees with those of the council.

The council will adopt a case-by-case approach when working with employees who are absent from work due to ill-health, and, where advised, modify the approach to the specific health circumstances of each individual.

The policy seeks to ensure that sickness absence matters are dealt with sensitively and with due respect for the privacy of the individuals concerned.

Sarah Greateorex  
Town Clerk  
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