

Hirwaun and Penderyn Community Council

Absence through Sickness Procedure

Introduction

The Community Council acknowledges that in any business any member of staff may be unwell and unable to attend to their duties .

The Council is sympathetic to that situation and the purpose of this procedure is to ensure that when such an event occurs there is a clear plan to follow by both the employer and employee.

Procedure

1 Whenever an employee is prevented from doing his or her work by ill health the employee must

- a) Telephone the Clerk as soon as it becomes clear that the employee will not be present at work as contracted.
- b) Obtain a sick note off a doctor. The sick note should expressly state that the medical opinion is that the employee is unfit to attend work and set out a period of time this opinion covers.
- c) Subsequent sick notes for any further period must be dealt with in the same way.
- d) Notify the clerk when it is expected that s/he will return to work.

The employee shall arrange for the sick note to be delivered to the clerk of the Community Council either personally or at the clerk's office within twenty four hours.

2 Where the employee is absent from work through ill health the employers will pay the employee his normal wage for a maximum of three calendar months provided:

- a) The employee has submitted a valid sick note as above for the period of time in question.
- b) The employee has satisfactorily completed a probationary period of employment as set out in his contract of employment.

c) The amounts paid under this provision shall be reduced pro rata by any payments made to the employee while absent through sickness during the period of twelve months immediately preceding the current absence and where the employee has been absent for three months or more during that time no further payments will be made until 12 months has elapsed .

3 In the event that an employee is absent through sickness for a period in excess of 26 weeks in any 12 month period the council will be under no obligation to pay any further payments to the employee until the employee returns to work.

At the Councils' discretion however the Council may agree to make ex gratia payments as they see fit from time to time.

4 The Council is entitled after an absence of six months to require an employee to be medically examined by a doctor of their choice.

5 Where an employee returns to work after an absence through illness in excess of 3 months the employee must notify the Clerk to the Council if such illness has an impact on his or her ability to do his/her job and whether it is requested any reasonable adjustments be made.

In some circumstances the employee shall attend a meeting convened by the clerk to discuss the return to work and any impact the absence may have on that.

Dated the day of March 2014