

PRESCOT TOWN COUNCIL



SICKNESS ABSENCE

PROCEDURES

A GUIDE FOR EMPLOYEES

Introduction

A high attendance at work is important if the Council is to continue to provide quality services that meet the needs of our customers. The Council wishes to encourage attendance whilst at the same time, adopting practices which place an importance on the well being of our employees. This leaflet outlines your responsibilities as an employee should you be sick and unable to attend work. Please read this leaflet carefully and keep it for reference.

Notification Procedure

Day One

If you are unfit for work you must contact your Supervisor on the first day of sickness no later than 10.00 am, or 3 hours before the start of your shift for that day.

It is important that you speak to your Supervisor. Do not leave messages with colleagues. Try and give an indication of how long you expect to be off work and the reasons for your absence.

Day Four

If you continue to be ill for 4 days or more (including Bank Holidays and Weekends) you must again speak to your Supervisor, giving an indication of your likely return to work and details of your illness.

Day Eight

If you are still unfit for work, you must now obtain a doctor's statement, signed on or before the 8th day. You must submit doctor's statements to cover subsequent days illness. Send the notes into your Manager or Supervisor. Remember to keep in touch with your Manager / Supervisor – your work will need to be covered in your absence. Failure to comply with the above procedure could result in disciplinary action.

Return To Work

Please let your Manager / Supervisor Know the date you will return to work (if possible). Report to your Supervisor when you return to work. You will have a return to work welfare interview with your Supervisor. You will also be required to complete a self certification form upon return to work. If you have 3 absences within any 6 month period you will have a review meeting, to discuss your attendance in more detail. This is a welfare meeting designed to help you improve your attendance.

Remember

If you are experiencing personal problems that may be affecting your work or attendance, please discuss them with your Supervisor, or with the Town Clerk if you prefer. Practical help and advice is available in confidence.

Disciplinary Action

Failure to comply with this procedure, making false declaration or persistent absence from work, may result in disciplinary action. You are entitled to Trade Union representation during all stages of the disciplinary procedure.

Medical Reports

If your absence or health becomes a cause for concern, you may be required to see the Council's Medical Adviser. It is often helpful if you allow the Medical Adviser to contact your GP for background information. Your consent will be requested. If you do not consent the Medical Adviser will be giving an opinion based on limited information.

Advice and Help

We recognise that other circumstances sometimes affect your ability to attend work. We may be able to help you. Please contact your Supervisor or Town Clerk for confidential help and advice or on other welfare matters.