Tur Langton Parish Council
Sickness, Absence and Annual Leave Policy

Adopted at meeting 15/09/26 for review September 2027

This policy applies to the clerk and should be read in conjunction with the clerk's Contract of Employment, which shows the terms and conditions of service.

1. Absence due to sickness

a. "Sickness" is defined as incapacity to carry out the duties and responsibilities which the clerk is contractually obliged to do because of their own accident or illness.
b. The clerk is expected to take responsibility for achieving and maintaining good attendance.
c. If due to sickness, the clerk is unable to:
    - Complete the contracted hours in a week
    - Meet deadlines
    - Attend meetings or events (of the council or prearranged external events)

    The clerk (or someone on their behalf) should notify the chair by telephone as soon as this becomes apparent, indicating the reason for absence and if possible, an expected date of return.
d. The clerk may not always feel able to discuss their medical problems with the Chair. The council must always be sensitive to individual concerns and make appropriate arrangements where necessary.
e. In the event of an accident at work the Chair should be notified as soon as possible so that any necessary follow-up action can be taken.
f. If the clerk does not contact the Chair to advise of absence due to sickness the Chair will attempt to contact the clerk as soon as absence becomes evident. The council's disciplinary procedures will be used if an explanation for absence is not forthcoming or is thought to be unsatisfactory.
g. The Chair will check with the clerk to ascertain if there is any information they need to know about current workload. If the absence is likely to exceed four weeks there is a shared responsibility for the Chair and clerk to maintain contact at agreed intervals.
h. Evidence of incapacity – The clerk can use the self-certification arrangement for the first seven calendar days. If the period of incapacity exceeds this, a "Fit Note" from the clerk's GP is required to cover every subsequent day, submitted to the Chair. (If your absence is ongoing, you are expected to post your Fit note to us upon receipt or alternatively to send us a photograph of both sides of the Fit Note, with the original to follow).
i. The clerk's GP might indicate on the Fit Note that the employee "may be fit for work taking into account the following advice". The Council will consider this advice and arrange a meeting with the clerk to agree possible amendments with the aim of facilitating return to work. If this is possible the clerk will return to work and the situation will be reviewed regularly. If this is not possible the clerk will remain on sick leave.
j. Statutory Sick Pay (SSP) is available to all regardless of their weekly earnings and is payable from the first day of sickness absence. SSP is paid either at the statutory flat

rate set by the Government, or at a rate equivalent to 80% of your normal weekly earnings, whichever is the lower. SSP is paid for the days on which you normally work. SSP is payable for up to 28 weeks of sickness absence in either: one period of incapacity for work, or a series of linked sickness periods, where each period is separated by 56 calendar days (eight weeks) or less. Linked periods cannot extend beyond three years. Staff will no longer be eligible for Statutory Sick Pay (SSP) once a continuous series of linked absences exceeds this three-year limit.

k. Provided they comply with the requirements of this policy, the clerk will receive the Council's Occupational Sick Pay if absent from work due to sickness as follows:

During 1st year of service	1 month's full pay and (after completing 4 months service) 2 months half pay
During 2nd year of service	2 months' full pay and 2 months' half pay
During 3rd year of service	4 months' full pay and 4 months' half pay
During 4th and 5th year of service	5 months' full pay and 5 months' half pay
After 5 years' service	6 months' full pay and 6 months' half pay

l. Periods of full pay will include SSP. In periods of half pay, employees receive half pay in addition to SSP provided the total does not exceed normal pay.
m. When sick leave coincides with booked annual leave it will normally count as sick leave
n. Whilst absent due to sickness the clerk is not permitted to undertake any paid work for another employer or on a self-employed basis without permission of the council.
o. If the period of absence exceeds four weeks the council may request the clerk's permission to contact their GP to ask for a medical report on the condition. The clerk may ask to see this report.
p. The council has the right at any time to require the clerk to submit to examination by an independent medical practitioner selected by the council, to obtain a confidential report on the clerk's condition from such practitioner and to discuss with such practitioner the findings of their examination and their prognosis of the clerk's likely recovery and or fitness to resume work and any recommended treatment.
q. Extended absences – the council will be sympathetic if the clerk is ill, however if the clerk is persistently absent through sickness it will not be possible for the situation to continue indefinitely and it may become necessary to terminate the employment. Termination will not take place without full consultation with the clerk or before the procedures outlined in 1o - p have been considered. In the event of termination, the reason and circumstances leading to the decision will be documented in writing to the clerk. The clerk may raise any grievance relating to this in line with the council's Grievance Policy.
r. If the clerk has a condition that means they might be considered disabled within the meaning of the Equality Act 2010, the council will attempt to make reasonable adjustments to the job to accommodate their requirements. The clerk will be fully consulted at all times. If reasonable adjustments prove not to be a viable option, and there is no likelihood of a return to work in the near future, a decision to terminate the

employment may be the inevitable outcome. Should this be the case the procedure will be managed as in 1m - n above.

s. Return to work – when the clerk returns to work the chair will bring the clerk up to date with any changes and hand over any ongoing work as appropriate. If the absence has exceeded four weeks (or less if deemed appropriate) the chair will meet with the clerk to check that they are fit to return to work and establish whether there is anything the council can do to help.
t. We respect the confidentiality of all information relating to an employee's sickness. This policy will be implemented in line with all data protection legislation, the councils Data Protection Policy and the Access to Medical Records Act 1988.

2. Absence due to maternity / paternity / adoption

a. The clerk's entitlement to maternity / paternity / shared parental leave / adoption leaves is as set out in the relevant legislation.

3. Absence due to other reasons

a. The council will support the clerk where there are genuine reasons grounds for absence. The absence must be reasonable in the particular circumstances and will not be paid. Requests will be considered by the council in the light of the circumstances, legal requirements and operational needs.
b. The clerk is legally entitled to take reasonable unpaid time off to deal with certain prescribed emergencies involving certain dependents, for example if a dependent falls ill or is injured or if care arrangements fall down. A dependant is a child (including an adopted child), spouse, parent, someone who lives in your household, someone who reasonably relies on you (e.g. an elderly relative)

4. Annual Leave

a. The annual leave year runs from 1st April to 31st March.
b. The clerk is contractually entitled to 23 working days' annual leave (pro rata as a part time employee) in each leave year. In addition to the normal bank holidays the clerk is also entitled to two extra statutory days (pro rata)
c. The clerk's annual leave entitlement will increase to 28 working days plus bank holidays (pro rata as a part time employee) following five years' continuous service immediately prior to the commencement of the leave year
d. If the clerk's employment commences or terminates part way through the leave year, the leave entitlement will be calculated on a pro rata basis. Deductions will be made from the final salary payment for any leave taken in excess of entitlement. If this amount is in excess of your final pay, you will be required to repay the outstanding amount due to us within one month of the end of your employment.

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e. Annual leave must be taken at times agreed with the council. Authorisation of annual leave is delegated to the chair.
f. Annual leave will not be authorised on a day when there is a Parish Council meeting unless in exceptional circumstances or if a meeting date is set after the annual leave has been authorised (for example to meet a consultation deadline)
g. The clerk is requested to give as much notice of annual leave requests as possible. You should usually give at least two weeks' notice when requesting annual leave and normally give notice of at least one month before taking leave of one week or more.
h. The clerk may carry forward five days' leave into the following leave year, subject to the approval of the council.

5. Return of Council Equipment

a. If the clerk is absent for an extended period (e.g. one month or more) the Parish Council may require them to return Council equipment until they are well enough to return to work
b. If the employee does not return to work following a period of absence, they will be required to return all outstanding Council equipment on the date of termination of their employment.
c. The Parish Council SIM card (phone number) should be returned to the Chair or other councillor for any period that the clerk is on annual leave or otherwise absent from work.

6. Unauthorised absence

a. Unauthorised absence will be dealt with under the Council's Disciplinary Policy

7. Continuous Service

a. Subject to 7b below no period of employment before the date of commencement of employment counts as part of the clerk's continuous service
b. For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.