**MELLOR PARISH COUNCIL STAFFING SICKNESS POLICY**

If the Clerk is unable to work for any reason, they must contact the Chair or Chair of the Staffing Committee on the first day of absence and not later than one hour after they would normally start work giving the reason for absence and its possible duration. If contact cannot be made verbally, an email should be sent to the Chair or Chair of the Staffing Committee.

The Clerk must maintain weekly contact with the Chair or Chair of the Staffing Committee and keep them informed of their progress and the date they expect to return to work.

All periods of absence through sickness must be covered by a sickness self-certification form. The completed form should indicate actual days of sickness, including week ends and/or public holidays.

If the Clerk does not contact the Chair or Chair of the Staffing Committee by the appropriate time, the Chair or Chair of the Staffing Committee must attempt to contact the Clerk at home. The Chair and Chair of the Staffing Committee must always be sensitive.

For sickness absence of up to 7 working days, Clerks should complete a self-certification form and send it to the Chair or Chair of the Staffing Committee.

Thereafter a “Statement of Fitness for Work” is required to cover every subsequent day. If the absence is likely to be protracted, i.e. more than four weeks continuously, there is a shared responsibility for the Chair and the Clerk to maintain contact at agreed intervals.

Sick pay will be paid at the discretion of the Parish Council and will not be unreasonably withheld.

To qualify for sick pay, Clerk must have completed 3 months' service with the Parish Council and have complied with the above requirements regarding notification of absence and provision of certificates.

Sick pay will be paid in accordance with your contract of employment and the Green Book scheme as issued by the Society of Local Council Clerks (‘SLCC’).

Occupational sick pay is entirely at the discretion of the Council but will not be unreasonably withheld if you have complied with the notification requirements and produced necessary medical certificates, including self-certificates.

Maximum entitlement to sick pay is determined according to the Clerk’s length of continuous service in local government, as follows:

During 1st year of service 1-month full basic pay and, after completing 4 months of service, 2 months on half pay

During 2nd year of service 2 months full basic pay, 2 months half pay.

During 3rd year of service 4 months full basic pay, 4 months half pay.

During 4th and 5th years of service 5 months full basic pay, 5 months half pay.

After 5 years of service 6 months full basic pay, 6 months half pay.

This information accords with the terms within the Clerk’s contract.

Where the Parish Council makes full payment in times of illness or injury, this will include entitlement to statutory sick pay (SSP). Where the Parish Council pays half pay, SSP will be added but the total pay will not exceed normal full basic pay. The Parish Council will not normally make payment for more than 6 individual days of absence in any rolling 12-month period.

Clerks will forfeit entitlement to Council sick pay if:

1. They fail to comply with notification and certification requirements;

2. They make or produce any misleading or untrue documents concerning their fitness for work;

3. Their incapacity has been caused by participation in sports or other activities unrelated to their work with the Council.

Absence due to Disability/Maternity

Absences relating to the disability of a Clerk or to pregnancy will be kept separate from sickness absence records.

Disability Clerks and the Parish Council are referred to relevant legislation and the Disability Discrimination Act 1995.

Maternity/paternity/adoption leave is as set out in the relevant legislation.

Long-term and Persistent Absences

The Parish Council will treat as long-term absence any period of absence through illness that extends over a prolonged period. Long-term absence may also consist of a series of unconnected short-term illnesses. If the Parish Council considers that a period of absence is long term, the Clerk will be told and:

1. will be asked to keep regular contact with the Council at mutually agreed intervals;

2. will be informed if there is any possible threat to their employment.

Return to Work Interviews

After any absences due to sickness, the Clerk shall attend a ‘Return to Work’ interview with the Chair and the Chair of the Staffing Committee to:

1. be sure of their fitness to work;

2. agree if modifications are needed to facilitate their return to work;

All information gathered through absence under this Policy will be held and treated as confidential.