



## Absence Reporting Procedure

### Who to phone

If you are unable to come to work you or someone on your behalf should telephone your immediate Supervisor as shown in the table below:

	Who to phone	If you can't speak to that person
Administration Assistant	The Clerk	The Chairman or Vice Chairman
Clerk	Chairman	Vice Chair of Staffing and Employment Committee. Your line manager may call you back when s/he is available.

### When to phone

You must phone by 9:00am in the morning.

### If you do not phone the right person at the right time

If you do not follow these rules you may not get paid for the day and you might face disciplinary action.

Disciplinary action means that what you have done will be looked at under the Council's disciplinary procedure.

### What you need to tell us when you phone

You should tell us:

- why you are unable to come to work including the nature of any illness or injury
- when you think you will be well enough to come to work. If you do not know the Clerk or your line manager may ask you to contact them regularly whilst you are off and you will have to do so
- if your absence is because of something that happened to you at work
- what your current contact details are so your line manager can keep in touch whilst you are off sick
- any immediate work commitments that you have that will need completing or reassigning while you are off

If you are still unable to come to work, on the fourth day of absence you will need to contact your immediate supervisor again to give an update.

### Fit notes from your doctor

If you are ill for more than seven calendar days then you will need to see your doctor. Your doctor may say you can come back to work, or will write you a fit note. This was previously known as a sick note or a doctor's certificate. If you get a fit note you will need to:

- fill in your details on the back of the fit note and sign it
- send it to your manager, if you are not sure where to send it phone your line manager to check
- make sure your first fit note reaches your manager by the eighth day you are off sick. For example if your first day of sickness is a Monday, your first fit note must reach your line manager by a week on Monday
- check when the fit note runs out. If your fit note is going to run out you either need to go and see your doctor again or come back to work if you are well enough. You must make sure you go back before your fit note runs out so there are no gaps

### **While you are off sick**

While you are off sick, you must take care of yourself and not do anything that will make your condition worse.

Your manager will want to keep in touch to see how you are and make sure they know when you expect to be able to come back to work.

If you are away from work for a long time because you are ill your line manager may write to you and arrange a time and place to meet with you.

Sometimes your line manager may want you to go to an appointment at occupational health while you are off sick. If he or she wants you to do this, they will explain what it means, and you should make every effort to attend.

### **When you come back after being off sick**

When you come back to work your line manager will talk to you. This is known as a return to work meeting.

If you have been off sick for up to 7 days, you will also need to complete a Sickness Self-Certification Form (see Appendix 1).

Details of your absence will be recorded on your personnel record. This will mean that you receive any sick pay you are entitled to for this period of absence, and depending on your previous absence history your absence record may need reviewing under the Council's managing attendance policy.

Reviewed: 29<sup>th</sup> May 2025

Next review: May 2026

## APPENDIX 1

### Sickness Self-Certification Form

To be completed for sickness absences of 1 to 7 days  
(including weekends/days not normally worked)

1	Name		
2	Job Title		
3	First day and date of sickness (this may be a day that you do not normally work)		When answering questions 3 and 5, <b>include</b> weekends and other non-working days. This is required to ensure the correct calculation of statutory sick-pay
4	Has your sickness ended?		
5	Last day and date of sickness (this may be a day that you do not normally work)		
6	Day and date returned to work		
7	Last day and date worked before sickness began		
8	Total number of days sickness		
9	Total number of work days lost		
10	Details of sickness:		
11	Was your sickness due to:	An accident at work?    Yes <input type="checkbox"/> No <input type="checkbox"/> Working conditions?    Yes <input type="checkbox"/> No <input type="checkbox"/>	
<p>I confirm that the information I have given above is correct and complete</p> <p>Employee signature:..... Date .....</p> <p><b>Completed form to be returned to line manager</b></p>			

<p>To be completed by line manager.</p> <p>Further Action/Remarks</p>          <p>Manager signature:..... Date .....</p>
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