

## **DUNSTON PARISH COUNCIL - Sick absence Policy 2025**

We encourage our employees to maximise health and wellbeing.

We want to deal fairly with employees who are absent from work due to ill health. This includes for either short or long periods. This is in line with good practice shared by the Advisory Conciliation and Arbitration Service (ACAS).

This policy aims to strike a balance between:

- the pursuit of our operational needs, and
- the genuine need of our employees to take time off work due to ill health

In supporting employees with health issues, we comply with the Equality Act 2010.

### Principles

- We will treat employees fairly and sensitively during times of sickness and ill-health. We encourage everyone to use the support mechanisms available to them.
- We will hold return-to-work meetings with you following every period of absence. They will then gain an understanding of the reasons for your absences. This will cover any underlying health concerns and discussions about available support.
- We will consider any advice that a doctor provides on a statement of fitness to work. We will discuss available support to help you return to work and to maintain attendance.
- Employees are responsible for actions to improve attendance and support their return to work. This includes attending appointments with occupational health. We advise you to:
  - obtain and follow medical advice and treatment as quickly as possible
  - avoid activities which could hinder or affect a prompt return to work
- We will use the disciplinary policy when:
  - an employee fails to comply with absence reporting procedures
  - considering the reasons for absence
  - an employee does not provide satisfactory reasons for absence
- We will use this policy in line with data protection legislation and the Access to Medical Reports Act 1988.
- We will handle information about your health and wellbeing sensitively. We will keep it as confidential as far as reasonably possible.
- Long-term sickness absence usually refers to a continued absence of 28 calendar days or more.