



Pett Parish Council - Clerk's Sickness and Absence Policy

If you are absent from work on account of sickness or injury, you or someone on your behalf should inform the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs.

In respect of absence lasting up to seven calendar days, you are required to inform the Chair/Vice chairman and self-certificate your absence.

In respect of absence relating to illness lasting more than seven calendar days, you must provide a medical certificate (sick note/fit note) stating the reason for the absence and thereafter provide a consecutive medical certificate to cover any subsequent period of absence. The council will discuss how to deal with any issues if a maybe fit to work note is issued.

You will be paid your agreed basic remuneration in line with the scale payment for one year that runs from 1 April to 31st March. The council will be responsible for reclaiming the Statutory Sick Pay element from HMRC.

Entitlement to payment is subject to notification of absence and production of medical certificates as required above.

The Council operates the Statutory Sick Pay Scheme and Occupational Sick Pay Scheme and you are required to co-operate in the maintenance of necessary records. To qualify for Statutory Sick Pay you have to have been off work sick for 4 or more days in a row (including non-working days). Payments under its sick pay provisions in satisfaction of any other contractual entitlement will go towards discharging the Council's liability to make payment to you under Statutory Sick Pay Scheme.

The Council reserves the right to require you at any time to submit to a medical examination by a medical practitioner nominated by the Council, subject to the provisions of the Access to Medical Reports Act 1988 where applicable. Any costs associated with the examination will be met by the Council.

Whilst on absence due to sickness or incapacity you are not permitted to undertake any paid work for another employer or for any business established by you without express permission from the Council.

Scale of Payment

Subject to the above conditions of this scheme, when absent from duty owing to illness (which term is deemed to include injury or other incapacity or disability) you will be entitled to receive an allowance with the following scale:

during the 1st year of service - one months full pay and (after completing 4 months service) 2 months half pay

during the 2nd year of service - 2 months full pay and 2 months half pay

during the 3rd year of service - 4 months full pay and 4 months half pay

during the 4th & 5th year of service - 5 months full pay and 5 months half pay.

after 5 years - 6 months full pay and 6 months half pay.

N.B. For the purposes of calculating "half pay", the rate of pay for the agreed salary month will be used.