

## Sickness Reporting

1. In order for service delivery to be maintained, it is essential for line managers to know when an employee is unable to attend work due to illness. Failure without good reason to inform the line manager of absence may lead to the absence from work being considered as unauthorised, resulting in possible loss of pay and/or disciplinary action.
2. Employees must maintain contact with management during any period of non-attendance and speak to their line manager or designated contact by telephone before the normal working day/shift begins (before 10.00 am for employees on flexi scheme) and on the following **calendar days** of non-attendance irrespective of whether the employee is due to work on that day:-
  - **Day one of absence from work**
  - **Day four of absence (or earlier if unable to return on notified day of return to work)**
  - **Day eight of absence ( When a Fit Note is required)**
  - **In the case of longer term absence it is incumbent on both the employee and the manager to stay in touch and agree mutual contact. The level and nature of contact will vary depending on the circumstances, however there being only sporadic contact does not serve to keep the manager up to date nor does it demonstrate duty of care towards to employee.**
  - **Last working day before medical certificate expires**
  - **Any other specific date specified by management**
3. The employee must inform the manager of the reason for their sickness absence, their anticipated length of absence, any medical advice/treatment they have/intend to obtain and any work commitments that may need rearranging.
4. If the employee believes that their sickness absence may have been caused by their work or something that happened at work, they should inform the line manager of this and arrange for an Accident Report Form to be completed, if required. The manager should take steps to determine the cause or aggravating factors. Where the reason for absence is perceived work related stress and the employee feels that the line manager is a factor an alternative manager should be identified for reporting purposes.

5. Exceptionally, if the employee is unable to telephone in person, they must arrange for someone else to telephone on their behalf, in accordance with 1 and 2 above. The employee must make direct contact with the line manager as soon as possible thereafter.
6. In the event of an employee having an illness/accident that meant that they would have been unable to attend the workplace during annual leave, the employee must notify their line manager on the first day of the illness occurring. A Fit Note or a letter from the treating doctor is required to cover all sickness absence claimed while on annual leave.
7. Employees need to ensure that they attend management and Occupational Health meetings in order to enable management to support the employee and correctly manage attendance.
8. Every absence has to be certified to ensure prompt and correct payment of contractual and statutory sick pay and to ensure that accurate records are maintained. Failure to comply with the certification procedures may result in loss of pay. Misleading or false statements may be dealt with under the Council's disciplinary procedure.
9. The manager/employee must complete the Attendance Monitoring Form for all sickness absences of any duration.
10. If the employee continues to be unwell for more than seven calendar days (regardless of whether or not these are working days), they must consult a doctor and obtain a Fit Note to cover any sickness absence from and including the eighth day of sickness, which must be forwarded immediately to the line manager.
11. Where there is continuing sickness absence the employee must submit to the manager concurrent Fit Notes to cover the whole period of non-attendance.
12. If the manager is concerned at the frequency of an employee's absence, or their account of their reasons for absence, the employee may be required to submit doctor's Fit Notes, rather than self-certificates, from their first day of absence. In such cases the Council will meet the cost of any fee charged.