



Sickness Absence Policy

1. Policy Statement

Bradwell Parish Council follows the sickness provisions, recommendations and pay entitlements set out in the **National Joint Council (NJC) terms and conditions** and guidance issued by **Derbyshire Association of Local Councils (DALC)**.

The Council is committed to supporting employees during periods of sickness, ensuring fair treatment, and maintaining clear procedures for reporting and managing absence.

2. Reporting Sickness Absence

2.1 Employees must report sickness or injury **as soon as possible**, and **no later than the end of the first day of absence**. The Clerk should be notified directly unless alternative arrangements have been agreed.

2.2 The Council may, at any stage, require an employee to be examined by an **independent medical practitioner** appointed by the Council. This enables the Council to obtain a confidential report on the employee's condition, prognosis, and likely fitness to resume work.

2.3 Compliance with this policy, and with any relevant Government regulations in force at the time, is required in order to receive sickness pay.

3. Sickness Pay Entitlement

Sickness payments will be made in accordance with NJC terms, as follows:

Length of Service	Entitlement
During first 4 months	One month's full pay
After completing 4 months' service	One month's full pay and two months' half pay
During 2nd year of service	Two months' full pay and two months' half pay
During 3rd year of service	Four months' full pay and four months' half pay
During 4th and 5th year of service	Five months' full pay and five months' half pay
After 5 years' service	Six months' full pay and six months' half pay

These entitlements represent the **maximum** payable and may be reduced where absence levels are high or where medical evidence indicates long-term incapacity.

4. Fit Notes and Evidence

- Self-certification is required for absences up to **seven calendar days**.

- A **Fit Note** from a GP or medical practitioner is required for absences longer than seven days.
- The Council may request additional medical evidence where appropriate.

5. Return to Work

Upon returning to work after any period of sickness, the Clerk (or Chair, where appropriate) will conduct a brief **return-to-work discussion** to confirm fitness, identify any support needs, and ensure accurate recording of absence.

6. Long-Term or Frequent Short-Term Absence

Where sickness absence becomes long-term or frequent, the Council may:

- Request medical advice
- Hold a formal review meeting
- Consider reasonable adjustments
- Explore phased return options
- Refer to occupational health

These steps ensure the Council meets its obligations under employment law and supports the employee appropriately.

7. Confidentiality

All sickness records, medical information and related correspondence will be handled confidentially and stored in accordance with data protection legislation.