

RAUNDS TOWN COUNCIL
PERSONNEL COMMITTEE

Minutes: 10 October 2016: Start Time 4.30pm

PRESENT

Cllr S Hughes (Chair), Cllr H Howell, Cllr N Beck, Cllr R Jeffs, Cllr Davidson-Jeffs.

IN ATTENDANCE

Ms Kate Houlihan, Town Clerk (Minutes)

**280.16 To Receive Apologies For Absence.
NONE RECEIVED**

**281.16 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.
NONE RECEIVED**

**282.16 Notification of members questions in compliance with the council's standing orders.
NONE RECEIVED**

283.16 Declarations of Interest.
COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM
NONE RECEIVED

284.16 Minutes: confirm the minutes of the Personnel Committee meeting held 21 June 2016 and the meeting record for the postponed meeting of 21 September 2016

RESOLVED that the minutes of the Personnel Committee meeting held 21 June 2016 be confirmed as a true record.

RESOLVED that the meeting record for the postponed meeting of 21 September 2016 be noted.

285.16 Special Leave Policy: To review the Council's Special Leave policy

RESOLVED to recommend to the Full Council that the Special Leave Policy be adopted as shown in Appendix 1.

286.16 Training and Development: To review the Council's equal opportunities policy

RESOLVED to recommend to the Full Council that the Training and Development Policy be adopted as shown in Appendix 2.

287.16 Management of Sickness Absence: To review the Council's Management of Sickness Absence Policy.

RESOLVED to recommend to the Full Council that the Sickness Absence Policy be adopted as shown in Appendix 3.

288.16 *The press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960*

289.16 To receive a report on Establishment Matters

The confidential report of the Clerk was discussed in light of the report it was...

RESOLVED to make recommendations to the Full Council that:

290.16 To review pay rates for Administrative Staff.

The confidential report of the Clerk was discussed following discussion and in light of the report it was...

RESOLVED to make recommendations to the Full Council.

There being no further business the meeting concluded at:.....

Approved: (Town Mayor)

Meeting date: 8 November 2016(Council)

Confirmed: (Chairman)

Meeting date:1 December 2016..... (Committee)

Appendix 1

SPECIAL LEAVE POLICY

1.0 Introduction

1.1 The Council has adopted this policy document to enable a corporate approach to requests for special leave from employees of the Council. The policy is intended to clarify situations for which special leave may be granted and give guidance in respect of the amount of leave which will be allowed.

1.2 This policy document will form part of employees' contracts of employment.

1.3 The Council takes a compassionate and supportive approach in situations where employees are faced with difficulties outside work, often of a personal or family nature and has agreed to adopt principles based around the value of employees and their contribution to the Council. The policy reflects the need for a Work/Life balance in order to discharge the Council's duty towards the welfare of its employees.

1.4 Council employees are entitled to request a reasonable amount of time off during their normal working hours to deal with unexpected personal events and this document sets out the Council's policy in respect of arrangements for compassionate and special leave for family and other domestic reasons.

1.5 In all cases where an employee requests special leave, the Council reserves the right to request proof of eligibility.

1.6 All special leave must be agreed with the Clerk to the Council prior to the absence.

2.0 Compassionate Leave

2.1 A common need for special leave is that requested on compassionate grounds, which is usually associated with the most traumatic experiences in life such as bereavement or serious illness of a member of the family, the break-up of a marriage or other close personal relationship.

2.2 The Council will normally grant up to three days compassionate leave with full pay in instances of an employee's close family bereavement. Close family members are determined as husband, wife, partner, parent, parent-in-law, son, daughter, brother, sister. If the deceased is a member of the extended family defined as grandchild, grandparent, aunt, uncle, or is a direct dependant of the employee, the Clerk to the Council has the discretion to allow compassionate leave of up to two days. The Clerk to the Council also has the discretion to extend the period of compassionate leave to five days.

2.3 An employee who wishes to attend a family funeral can be granted up to one days paid leave at the discretion of the Clerk to the Council.

2.4 Employees wishing to attend funerals of non-family members will be required to take annual leave.

2.5 In exceptional circumstances, employees may qualify for compassionate leave of up to three days paid leave and up to 10 days unpaid leave which will require to be authorised by the Clerk to the Council. In particularly exceptional cases the Clerk to the Council may authorise additional paid leave at their discretion.

3.0 Family Domestic Crises

3.1 It is recognised that there are occasions when employees may require additional time off to resolve a domestic situation and any reasonable request will be considered by the Clerk to the Council. Special leave may be granted of up to two days paid leave. A further three days unpaid leave can be granted at the discretion of the Clerk to the Council.

3.2 The Employment Relations Act 1999 introduced a new right to employees to a reasonable (see 3.6 below) amount of unpaid time off during working hours relative to dependants who are defined as a spouse, a child, a parent or someone who cohabits with the person claiming the time off, but is not his or her employee, tenant, lodger or boarder.

3.3 Reasons for granting special leave may include the following:

- To provide assistance when a dependant falls ill, gives birth, is injured or assaulted.
- To make arrangements for the provision of care for a dependant who is ill or injured.
- To attend to the care of a dependant due to the unexpected disruption or termination of arrangements or care for that individual.
- To deal with an incident involving a child of an employee occurring during normal school/college hours.
- The Council will also consider requests for special leave for emergencies not relating directly to a dependent, for example, to deal with household disasters, e.g. burglary, house fire, burst water pipes resulting in extensive flooding.

3.4 It is recognised that in many instances it will be necessary to consider requests at short notice and it will be at the Clerk to the Council's discretion whether special leave is granted in the case of the Clerk the Mayor and Chairman of the Personnel Committee will consider.

3.5 Special leave will not be granted to employees for reasons such as domestic appliance maintenance or repair, and employees will be required to give a suitable notice period and take annual leave or make up time if no annual leave is available. Consideration will also be given to allow employees to work from home, for the duration of the difficulty, if this proves to be more practicable and acceptable than granting special leave.

3.6 The Employment Relations Act 1999 stipulates that the employee's request must be reasonable and be for necessary action (e.g. time required to make alternative arrangements for child care). When the request is made the employee must tell the employer the reason for, and the expected period of, absence as soon as reasonably practicable. The Clerk to the Council will require to be satisfied that no alternative arrangements can be made before granting special leave.

3.7 In exceptional circumstances the Clerk to the Council may authorise additional paid or unpaid leave at their discretion and in the case of the Clerk the Mayor and Chairman of the Personnel Committee will consider.

4.0 Community Activities

4.1 Paid leave of absence will be granted for employees undertaking public duties or serving on public bodies. (See National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service)

4.2 Employees who have prior agreement from the Council to undertake duties as Justice of the Peace may be granted unpaid time off.

4.3 Employees wishing to undertake other duties such as the retained fire service or army reserve are required to obtain prior approval from the Council. Individual cases will be assessed on their merits and unpaid leave will be granted where loss of earnings can be claimed back by the employee.

5.0 Medical Matters

5.1 General doctor's and dentist appointments should, whenever possible, be taken at the beginning or end of the working day and time off will be granted for this purpose but the employee will be expected to use annual leave or make up the time lost.

5.2 It is recognised that hospital appointments and outpatient treatment and care cannot always be requested to coincide with the beginning and end of the working day and time off will be granted for such appointments but the employee will be expected to use annual leave or make up the time lost.

6.0 Court Appearances

6.1 Under the provisions of the Juries Act 1974 all men and women aged between 18 and 70 are liable to be summoned to attend for jury service. The Council has an obligation to release employees to attend for jury service and employees will initially be paid as normal by the Council. The Court will provide a salary and expenses claim form for the employee and the Clerk to the Council will complete the section in relation to earnings. Earnings claimed back from the Court by individuals will be deducted from their salary.

6.2 Requests for special leave from employees who are **called to court**, or claimants will be individually assessed by the Clerk to the Council and in cases where the employee is compelled to attend court paid time off may be granted at the discretion of the Clerk to the Council **and in the case of the Clerk the Mayor and Chairman of the Personnel Committee will consider.**

6.3 Regarding requests for special leave from employees who are compelled to attend court as defendants, a maximum of two-days paid time off will be granted at the discretion of the Clerk to the Council.

7.0 Study-Leave

7.1 Employees who study towards a work related qualification approved by the Council will be entitled to paid time off for revision and examination preparation, up to a maximum of one day per week.

7.2 A further allowance of one day paid time off, per examination paper, will be granted in order to sit the examination at a registered examination centre, e.g. School, College, University, in addition to the time spent travelling to and from the centre.

8.0 Parental Leave

8.1 Parental Leave of 13-weeks will be granted to employees either having or expecting to have parental responsibility for a child and an additional 5 weeks will be given to those with a responsibility for a child for whom a Disability Living Allowance has been awarded.

8.2 Parental Leave will be available to those who have parental responsibility but do not fall into the legal definition which may include foster parents, adoptive parents, grandparents or step parents.

8.3 Leave will be granted for the purpose of caring for a child up to the age of eight or for eight years following placement for adoption or up to the age of 18, whichever is the soonest, or up to the age of 18 for children for whom a Disability Living Allowance has been awarded.

8.4 To qualify for parental leave the employee must have one year's continuous service at the date on which the application is made.

8.5 Employees should give as much notice as possible with a minimum of 7 days notice in writing being required. Parental Leave may be granted to employees who have not given the required notice in exceptional circumstances.

8.6 Parental Leave may be taken:

- As a single block of up to 13 weeks (18 weeks for a disabled child)
- As a number of shorter periods of a minimum of a half a day
- In patterns which provide a part time or reduced hours working arrangement for a period of time equivalent to taking 13 weeks leave.

8.7 There is no entitlement to pay during periods of parental leave.

8.8 Parental leave is not Maternity Leave. There is a separate policy governing Maternity Leave.

9.0 Union Activities

9.1 In accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions or Service the Council will provide the recognised trade unions with facilities necessary to carry out their functions, including paid leave of absence for employees to attend meetings concerned with the NJC and Provincial Councils.

9.2 Trade union representatives have the right to paid time off for training relevant to their duties at the workplace. To qualify for paid time off, the Trades Union Congress or union must approve the training.

10.0 Election Duties

10.1 Employees wishing to undertake election duties for another local authority will be expected to take annual leave.

11.0 Miscellaneous Time Off

11.1 Religious Celebrations: employees wishing to take time off for the purposes of religious celebration will be expected to use annual leave for this purpose.

11.2 House Moves: employees who relocate for the benefit of the Council will be entitled to one day's paid leave for the purpose of a house move.

11.3 Job Interviews: employees attending interviews for internal vacancies with the Council will receive their normal salary for the duration of the interview and employees wishing to search for alternative employment will be required to do so in their own time.

11.4 Fertility Treatment: requests for time off for the purpose of fertility treatment will be considered on an individual basis. Employees making such a request will be expected to give details of expected absences and duration of treatment.

12.0 Recording Special Leave

12.1 All special leave will be recorded on an individual's leave sheet and be authorised by the Clerk to the Council. Current procedures for the reporting of absences will also apply.

12.2 Where in this policy reference is made to the granting of special leave which is 'unpaid' the Clerk to the Council shall request the deduction of appropriate amounts from the employee's salary, unless there is scope for using annual leave, or the employee making up the time, e.g. extended working hours over an agreed period in which case details of any time made up by the employee shall be recorded.

Adopted 1st October 2009. Updated February 2010. Reaffirmed January 2013, Amended October 2016

Appendix 2

TRAINING & DEVELOPMENT POLICY

1. STATEMENT

The Council is committed to the principle of encouraging members of staff to enhance their career and qualifications by further training. All sponsored training must relate directly to the needs of the Council, be relevant to an individual's duties and is subject to availability of financial resources.

2. TRAINING OBJECTIVES

To provide suitably trained, qualified and motivated employees for the Council at the right time and level.

To provide facilities for training and retraining to meet the changing needs of the Council.

To provide employees with a greater understanding of the purpose and working of the Council and their part in it.

To foster the development of job satisfaction and positive attitude towards personal development.

3. IDENTIFICATION OF TRAINING NEEDS

Members and employees should have regard to the following when considering training needs:

- (a) Workload implication of training.
- (b) The capabilities of the applicant to benefit from the training.
- (c) If the application is for continued academic sponsorship consideration should be given to the employees past attainments.
- (d) the most economic and effective means of training.
- (e) The provision and availability of training budget.

(f) Priority of each individual employee's need with regard to budget.

4. TRAINING SCHEMES

Training courses to be financed from the Town Council staff training budget.

It is expected that employees undertaking qualification training will attend the nearest reputable establishment or relevant online training course, offering the required course at the appropriate level,

5. FINANCIAL ASSISTANCE SCHEME

Where training is approved the Council will subsidise such expenses incurred as:

(a) Tuition and examination fees.

(b) Travelling costs.

(c) In the case of officers attending courses during their normal working hours, the employee may, at the discretion of the clerk, or in the case of the clerk attending a course, the Mayor, be required to make up working time lost.

(d) Where facilities are granted under the scheme to enable an officer to acquire a recognised qualification, it is a condition precedent to the granting of such facilities [that the officer shall be required to sign an Agreement for Refund of Training Fees in the form annexed]

This agreement provides that if a member of staff leaves council service within:

1 year of completing a course 100% of the costs will be reclaimed.

2 years of completing a course 50% of the costs will be reclaimed.

Any exceptions to this must be approved by the Council.

(e) Where an officer without good reason fails to sit for an examination within a reasonable period, fails to show satisfactory progress in his/her studies or discontinues the course, the Council will forthwith withdraw the facility granted under the Scheme.

(f) The continuance of facilities under the Scheme, whether for a second or succeeding stage of study or for a second attempt at an examination, shall be granted only if the Council is satisfied either that the officer has passed the appropriate examination, has otherwise made satisfactory progress in his/her studies, or merits assistance to enable him/her to sit the examination again.

(g) Officers attending assisted courses are required to inform the Clerk to the Council immediately of any absences giving reasons. Failure to do so may result in action being taken under the Council's Disciplinary and Grievance Procedure.

(h) The Clerk attending assisted courses is required to inform the Town Mayor immediately of any absences giving reasons. Failure to do so may result in action being taken under the Council's Disciplinary and Grievance Procedure.

(i) The individual employee is responsible for his/her registration for the appropriate course and examination, but not before approval has been obtained. The Council will not meet a financial commitment where prior approval has not been granted.

TRAINING: STATEMENT OF INTENT

1. Commitment to training.	This council is committed to training in order to ensure that staff and councillors are able to operate appropriately and effectively for the benefit of the community. Training needs will be identified and sufficient resources will be allocated to provide the necessary training to meet the needs. Staff and councillors are expected to share this commitment to training and will be expected to undertake training appropriate to their role.
2. Training Needs	This council acknowledges that it is important to train staff and councillors in order to operate in an efficient, effective and professional manner. Training will primarily focus on specific topics relevant to local government, but other relevant training that will improve service delivery will also be offered, e.g. training on a new piece of software. Training may include: <ul style="list-style-type: none">• Formal training courses• Briefings and seminars• Local, regional and national conferences
3. Identifying Training Needs	Training needs may be triggered in a number of ways; the list below is indicative, but not exhaustive: <ul style="list-style-type: none">• Staff appraisals (although staff may identify their own training needs at any time)• A change in working practices (as a result of, for example, a complaint, accident or new policy)• The introduction of new equipment• Changes in legislation• New councillors joining the council• New chairman of the council or committees
4. Resourcing Training	This council will make sufficient provision in its budget to ensure that staff and councillors are suitably trained to carry out their functions and duties. There will also be sufficient funds set aside for appropriate technical literature and other publications.
5. Evidence of the benefit of trained staff and councillors	The benefit of training will be evidenced through, for example: <ul style="list-style-type: none">• Well chaired meetings• Professional and pertinent responses to planning applications• Well documented policies and reports• Well managed projects• Well managed finances• Well informed staff and councillors• High professional conduct of staff and councillors

Adopted 1st September 2008.
Reaffirmed July 2012,
Amended October 2016
To be reviewed bi-annually.

AGREEMENT FOR REFUND OF TRAINING FEES

BETWEEN –

- (1) [COUNCIL NAME] of [COUNCIL ADDRESS] (the Council) and
- (2) [EMPLOYEE NAME] of [EMPLOYEE ADDRESS] (“you” “the Employee”).

The purpose of this Agreement is to allow you to undertake agreed training which is of direct benefit to the Council and yourself, and which the Council is prepared to fund subject to your acceptance of refunding to the Council in the event of your employment terminating within a given period of time.

The Council will pay on your behalf (or reimburse you for) fees in respect of the following course(s):

[SPECIFY]

which will be pursued from to

The amount to be paid by the Council is £

If you do not complete the course (for whatever reason) or your employment with the Council ceases during the period of the course, you will refund the full amount to the Council. (The Council may, at its sole discretion, waive the repayment of some or all of the amount if the course is not completed with its consent).

If your employment with the Council terminates after the completion of the course, then the whole or part of the amount paid in respect of training fees shall become due immediately and repayable to the Council by way of deduction from your pay, or otherwise, in accordance with the following schedule:

Termination of Employment	Portion of Course Fees Repayable
Up to 12 months after completion of course	100%
Between 12 months and 24 months after completion of course	50%
Over 24 months after completion of course	Nil

DECLARATION:

I have read, understand and accept the conditions set out in this Agreement.

I also authorise the Council to make any deductions from my pay, or from any final monies due in the event of termination of employment, in respect of the amount set out above. If any balance remains outstanding after such deduction(s), I undertake to re-imburse the Council accordingly.

Signed..... Date.....
(Employee)

Signed.....Date.....
(On behalf of the Council)

Appendix 3

MANAGEMENT OF SICKNESS ABSENCE POLICY

1.0 Introduction

1.1 The Council has adopted this Policy document to enable a corporate approach to the management of sickness absence of employees.

1.2 The policy seeks to achieve a fair balance between the Council's concern for the health of its staff, as a good employer, and the needs of the Council's customers in the delivery of services.

1.3 The policy also sets out the Council's and employee's responsibilities in relation to the notification and monitoring of staff sickness, the assessment of the effects of such sickness, especially long term, on the delivery of services and any remedial action to be taken to secure a fair balance.

1.4 This policy document will form part of employees' contracts of employment.

2.0 Notification by Employee

2.1 All absences from work due to sickness or incapacity to work, and the reason for the sickness or incapacity, must be notified by the employee to the Clerk, **or in the case of the clerk's absence the Mayor or if the Mayor is not available the Deputy Mayor**, 1 hour before the persons designated start time, on the first day of sickness. A spouse, partner, parent or friend may notify on behalf of the employee if the nature of the sickness precludes direct notification. This notification should be logged.

2.2 Employees unable to return to work after three days should notify the Clerk to the Council of their continuing ill health, confirming the nature of the illness and its likely duration.

Where an absence lasts for 7 or less calendar days the employee must complete a self-certificate form on their return to work.

2.3 Absences for eight or more calendar days through sickness must be covered by a certificate signed by a registered General Practitioner and should be submitted to the Clerk to the Council no later than the eighth day. The Clerk to the Council should be kept informed of the progress of sickness which may be by a spouse, partner, parent etc. if the nature of the employee's illness precludes direct contact.

2.4 Subsequent doctors' certificate(s) should be submitted to cover absence extending beyond the period of the initial certificate. Upon return to work after an absence of more than two weeks a final certificate should be obtained from a General Practitioner indicating fitness to return to work. This should be submitted to the Clerk to the Council.

2.5 In normal circumstances an employee will not be required to submit a doctors' certificate until they have been absent for eight calendar days, however in cases of repeated short-term absences the Council may request a doctor's certificate.

2.6 The Council may require a medical examination by a doctor nominated by the Council to determine whether there are sufficient reasons for the short-term absences, and whether the employee is medically fit to continue in their post.

2.7 If there are any doubts about the reasons for the absence, it may be treated as a disciplinary matter and dealt with under the appropriate procedure.

2.8 The term 'calendar days' includes weekends and Bank Holidays. If periods of sickness coincide with previously approved annual leave the employee will be regarded as being on sick leave from the date of the reported commencement of any period of sickness. Such time will be reinstated to leave entitlements provided a written statement is made **and approved**, and a doctor's certificate has been submitted for periods over seven days.

3.0 Recording of Staff Sickness

3.1 All staff sickness will be recorded stating the number of days absent.

4.0 Monitoring

4.1 Staff sickness will be monitored to identify the number of days lost through sickness and determine steps to be taken to facilitate the return to work of the employee in the shortest possible time.

5.0 Stress

5.1 Stress related illnesses have become a more common reason for absence from work but stress is not always the cause of an absence but can be a result of other influences such as domestic problems, work pressures or ill health and when a person has too many conflicting difficulties to cope with at any one time.

5.2 If an employee is absent with the certificated reason given as stress consideration will be given to achieve the most appropriate course of action which may include reasonable work adaptations or counselling.

6.0 Long Term Sickness

6.1 There must be an on-going exchange of information throughout the absence between the Clerk to the Council and the employee and notes may be kept on the employee's personnel file.

6.2 It may be necessary, in cases where the health situation of an employee requires investigation, to obtain their permission to contact their General Practitioner under the Access to Medical Reports Act 1988 and if so the appropriate forms will be issued to the absent employee.

6.3 If the employee is unable to resume normal duties, consideration will be given to possible changes in work practices which may assist the employee to resume work.

6.4 Sickness absences may be caused by domestic factors and consideration will be given to offering support such as temporarily reducing working hours, flexible working etc.

7.0 Persistent Short-term Absence

7.1 Investigations will be carried out to ascertain whether the cause of the absences is illness or some other reason for example a disinclination to work. In the event that an employee is absent with a series of unconnected ailments a medical investigation will take place to guard against the possibility of a 'hidden' medical condition.

7.2 Any employee who has been absent for 3 short-term absences, of 2 days or less, within a 6 month period will be required to attend an interview with the Clerk to the Council and a Councillor when there will be a full review of the employee's attendance record and the reasons for any absences. There will be an opportunity for the employee to make representation regarding their absences and they will be entitled to be accompanied by a Trade Union representative or other representative.

7.3 Following an interview, if appropriate, a warning will be given, ~~either verbally or~~ in writing, stating details of measures to be taken if no improvement is made. In the case of persistent short-term absenteeism the employee will be made aware that a continued pattern of such absences ~~will be likely to~~ **may** lead to their dismissal. The employee will have the right to appeal. (See Council 'Disciplinary & Grievance Procedure' Policy Document.)

8.0 Sickness Pay Scheme

8.1 The terms of the Sickness pay scheme as laid down in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service will be applied during an employee's absence due to sickness. Under the scheme there is entitlement to sickness pay providing that certain conditions of qualification and notification are fulfilled. The scheme is a supplement to Statutory Sick Pay and will ensure that normal pay is maintained during the period of absence.

8.2 Absence in respect of normal sickness is entirely separate from absence through industrial disease, accident or assault arising out of or in the course of employment with the Council. Periods of absence in respect of one will not be set off against the other for the purpose of calculating entitlements under the scheme.

8.3 Where employees have been absent for a long period and have exhausted their allowance under the scheme, they will still be entitled to state benefits.

8.4 An employee who is prevented from attending work due to contact with infectious disease shall be entitled to receive normal pay. The period of absence on this account will not be reckoned against the employee's entitlements under the scheme.

8.5 Employees will not be entitled to sick pay if they are absent on account of sickness due or attributable to deliberate misconduct, or neglect or active participation in professional sport, or injury whilst working in their own time for private gain or for another company.

8.6 Sick pay will not be paid to employees who are absent as a result of an accident if damages may be receivable from a third party. An allowance may be paid subject to the requirement that it is refunded when any insurance claim is settled.

9.0 Early retirement on the grounds of ill-health.

9.1 Long term sickness may lead to a situation whereby the employee is considered unfit to continue to work for the Council in which case the opinion of the employee's General Practitioner has to be confirmed by an independent registered occupational medical examiner and the Council has to be satisfied that there is no suitable alternative work that could be offered. Under the terms of the Equality Act 2010, the Council must act as a reasonable employer and consider and make reasonable adjustments to the work of the employee .

SELF CERTIFICATION FORM

This form should be completed if you are off sick for periods up to **7** calendar days (including days off) and must be received by your line manager within seven days of your first day of sickness.

If your sickness continues beyond the **7th** calendar day you should also obtain a medical certificate from your Doctor and submit this to your line manager immediately.

First name: Surname

Address:

.....

Employee Number:

Work location:

Time & date you became unfit for work

Time: Date:

I was unable to work for any employer during this period.
The reason for my absence was (state any illness symptoms or describe injury or other incapacity):

.....
.....
.....

I expect to resume work on (if known) Date:

PLEASE TAKE CARE IN COMPLETING THE FOLLOWING

Please Tick

Was your absence due to an accident at work?	Yes	No
Did you visit a Doctor during this period of absence?	Yes	No

I DECLARE THAT THE INFORMATION GIVEN IS CORRECT

Signed:

Date:

Adopted 1st October 2009.
Amended October 2016
To be reviewed bi-annually.