

## BRECKLAND COUNCIL

### **SICKNESS ABSENCE MANAGEMENT POLICY**

It is the policy of Breckland District Council to:-

- Operate its Sickness Absence Management Policy in accordance with the relevant legislation including Disability Discrimination Act 2005 and HASAWA 1974 and good practice
- Review this Policy at least every 2 years
  
- Be fair, reasonable and consistent in the application of the procedure
- Support high levels of attendance
- Improve attendance levels to the expected target wherever necessary
- Assist employees to overcome any difficulties that may affect their ability to attend work
- Take reasonable steps on precautions under its duty of care, including positive action to improve the welfare of employees
- Provide a safe working environment in which potential hazards and risks are at a minimum
- Ensure all employees are aware of their rights and obligations under the procedure
- Seek professional medical advice and/or opinion from Occupational Health Practitioner where appropriate under the Access to Medical Reports Act 1988
- be sensitive and maintain confidentiality when dealing with individual cases of Sickness Absence
- Ultimately put the organisation's needs first over and above any individual employee; but to treat each and every individual with dignity and respect where actions, including dismissal are implemented due to organisation need
- Where a dismissal takes place the Last Day of employment will not pre date the expiry of contractual sick pay entitlement.
- Review each case at 3 Months stages to determine what action, if any, to take under the procedure
- Offer the availability of confidential counselling support under the Welfare and Counselling Policy and Procedure

For further information you can also access the following on HR.net :-

- Sickness Absence Management Procedure
- Questions & Answers
- Related HR Documents

It is the intention to apply this Policy to all officers excluding self employed or agency workers