

## **Englishcombe Parish Council - Absence Management Policy**

### **1. Introduction**

This policy sets out the procedures for managing employee absence due to sickness or other reasons, ensuring consistency and compliance with legal obligations.

### **2. Reporting Absence**

Employees must notify the Chairman by 9:30am on the first day of absence. Continued communication is expected for longer absences.

### **3. Certification**

Absences under 7 days require self-certification. Absences over 7 days must be supported by a GP's Fit to Work Note.

### **4. Return to Work**

Return to Work interviews will be conducted to ensure the employee is fit and to discuss any ongoing issues.

### **5. Monitoring and Support**

The Council will monitor absence trends and may take further steps (e.g. Occupational Health referral) where frequent or long-term absence occurs.

### **6. Review**

This policy will be reviewed annually.