

HOW TO DEAL WITH EMPLOYEE SICKNESS ABSENCE

It is important to effectively manage both short-term and long-term sickness absence to ensure the effective running of the Council. During periods of sickness absence, employees should comply with the procedures as set out in the policy in order to receive the correct support and any sick pay they are entitled too. It is important to effectively manage both short-term and long-term sickness absence to ensure the effective running of the Council. During periods of sickness absence, employees should comply with the procedures as set out in the policy in order to receive the correct support and any sick pay they are entitled too.



Eligibility

Statutory Sick Pay (SSP) is paid to employees who are too unwell to work for a period of 4 days of more (for up to 28 weeks). Employees need to earn a minimum weekly wage and provide supporting documentation if they are too unwell to work.

Managing absence

When managing absence, take care not to inadvertently discriminate against staff whose absence levels may be affected by maternity or disability. Additionally, bear in mind that employers are required to make reasonable adjustments for staff with disabilities.

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This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to local (town and parish) councils. For more information about their services, contact them on 01403 240 205.

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