



Frodsham Town Council

Attendance & Absence Policy

1 Introduction

- 1.1. Frodsham Town Council (FTC) values its employees' contribution and recognises that high levels of attendance by its employees is a vital factor in achieving the Council's aims & effective operation of its services. In addition to providing positive assistance in the planning & provision of quality services, high levels of attendance contribute to achievement of high morale among employees.
- 1.2. The Council also recognises that it has statutory & other obligations to provide its employees with time-off from work.
- 1.3. This document sets out FTC's Policy in relation to employees' absence from work.

2 Scope

- 2.1. This Policy applies to all employees.

3 Principles

- 3.1. Employees are entitled to expect fair treatment. FTC will apply the terms of this policy fairly and consistently, taking account of individual circumstances
- 3.2. FTC is entitled to take appropriate action in respect of unacceptable levels of unauthorised absence / persistent poor timekeeping (see FTC's Disciplinary Procedure).

4 Annual Leave

- 4.1. FTC recognises the benefits that holidays provide for our employees and encourages members of staff to make full use of their annual leave allowance (as defined in their respective Contract of Employment) in order to achieve a suitable work/life balance.

5 Maternity / Paternity / Adoption Leave

- 5.1. FTC recognises that having/adopting a baby is an important & exciting time for employees. The Employment Act 2002 entitles employees to apply for Maternity/Paternity/Adoption leave.
- 5.2. *Principles:* Employees rights to leave & pay are protected by statute. The Council will abide by all current legislation (For further information on Maternity/Paternity/Adoption Leave, visit <https://www.gov.uk/browse/working/time-off>).
- 5.3. *Notification of Maternity:* As soon as possible after discovering you are expecting a child, you must tell your line manager.
 - Your doctor will provide you with a copy of your MATB1 form which confirms the pregnancy and when the baby is due.
 - Once the MATB1 form has been received, you must discuss with your line manager when you want your leave to start and end. If the child is born earlier than the stated date, then the leave dates will change to reflect this.
- 5.4. *Notification of Adoption:* As soon as possible after deciding to adopt a child, you must tell your line manager. Leave can start up to 14 days before the date of placement (date the child starts living with you).
- 5.5. *Risk Assessment:* Following notification of pregnancy, FTC will conduct Assessments at regular intervals till the start of the leave period to ensure protection of your & your baby's health and safety.

6 Sickness Absence

- 6.1. You are responsible for looking after your general health and well-being and for seeking medical or other support where necessary in order to minimise your sickness absence from work.
- 6.2. FTC will be responsible for managing health & safety in the workplace with the aim of minimising sickness absence.

- 6.3. If you are absent from work on account of sickness or injury, you (or someone on your behalf) should inform the Council of the reason for your absence preferably by 10 am but no later than the end of the working day on which the absence first occurs.
- 6.4. You must provide further notifications / certificates in accordance with your Contract of Employment.
- 6.5. FTC reserves the right to require you to be examined by an independent Medical Practitioner of the Councils choosing in the event of prolonged illness.
- 6.6. When absent from duty owing to illness (including injury or other disability) you will be entitled, subject to length of service and correct notification by you, to payment of salary / allowances in accordance with your Contract of Employment.

7 Emergency Leave

- 7.1. Emergency leave covers unforeseen incidents whereby leave is required. This could be for childcare arrangements, burglary or a flood.
- 7.2. Upon speaking to your line manager, adequate cover will be provided to ensure effective functioning of the office and minimum disruption to your pay. This may include making up the time you were away from the office.

8 Compassionate Leave

- 8.1. In the case of death of a close family member, your line manager may authorise up to five days' paid leave.
- 8.2. In situations of similar distress, consideration will be given to providing further paid or unpaid leave. This will be at the discretion of your line manager (see Reporting Structure).

9 Appointments During Office Hours

- 9.1. Every effort should be made to schedule personal appointments outside of your standard working hours.
- 9.2. However, FTC will grant time off for appointments with doctors, dentists and opticians at the discretion of your line manager (see Reporting Structure).

10 Unacceptable Levels of Attendance

- 10.1. FTC reserves the right to deal with unacceptable levels of attendance in accordance with the Council's Disciplinary Procedure.

11 Return to Work After Prolonged Absence

- 11.1. On return to work after a period of absence, your line-manager will interview you to assess any issues relating to your reason of absence (eg, illness) and their impact on your conditions of work and/or the workplace.
- 11.2. FTC will consider provision of assistance such as phased return, part-time working, re-training, and suitable alternative duties in the event of an employee's return to work after approved prolonged absence (ie, absence lasting more than 20 working days).

12 Absence Recording, Monitoring & Review

- 12.1. Absence Records will be maintained in respect of all employees.
- 12.2. The Policy & Process Committee (P&PC) will review the records periodically, identify need for any intervention and take appropriate action in accordance with this Policy.

13 Confidentiality

- 13.1. FTC will treat all information regarding employees' health in a sensitive & confidential manner.

14 Reviewing the Policy

- 14.1. P&PC will review the Policy one year after its implementation to assess its effectiveness.