

# Sick Pay

## Overview

At the Personnel Committee meeting on 14 June 2023 Council received a sick pay report. Discussions raised some questions, and it was recommended that changes to the sick pay provision are made following further investigations.

Additional information was provided to the Personnel Committee by email on 19 June 2023, and is issued to Councillors as a supporting document to accompany this report.

## Prior report information

Over the past year Council has made changes to become a better employer taking positive steps for its employees. This includes the introduction of standard pay scales and an improved pension provision.

Recent employee absences have highlighted that employee's contracts are not explicit in capturing the terms of pay when sickness absences occur.

An extract from Clipstone Parish Council contracts is below:

### 9. Absence and sick pay

If you're absent for work for any reason, you must inform the Clerk by telephone as soon as possible, but no later than 09:30am on the first day of absence.

For absences of 7 days or less, you can self-certify. On your return to work you must complete and return a self-certification form to your manager. This must be returned before the end of your first day back at work.

For absences of 7 days or more because of sickness or injury, you must get a fit note. A return-to-work interview will also be arranged.

All sickness or injury absences will be added to your employment record.

## Historical information

Within the minutes of a Parish Council meeting held on Wednesday 8th October 2014, employee sick pay was discussed in item 22c. The press and public were excluded from the discussion.

## Recommendations

To consider Clipstone Parish Council arrangements for sickness absence pay, and if Newark and Sherwood District Councils sick pay arrangements should be adopted.

To consider a procedure for instances where an employee has been absent beyond 12 months.

To make a recommendation for Clipstone Parish Council sick pay arrangements to be resolved by full Council.

To recommend writing to all employees confirming arrangements for sickness absence pay and record a copy of the letter along with employees contacts.