

Over Haddon Parish Council – Long-Term Sickness Policy

1. Purpose

This policy sets out how Over Haddon Parish Council will manage long-term sickness absence fairly, consistently, and with appropriate support for the employee (the Clerk).

2. Definition

Long-term sickness is defined as continuous absence from work for four weeks or more, supported by medical certificates (Fit Notes).

3. Principles

- The Council recognises that prolonged absence due to illness can be difficult for both the employee and the Council.
- The Council will act with sensitivity, maintain confidentiality, and comply with employment law and ACAS guidance.
- The Council will make reasonable adjustments to help the Clerk return to work where appropriate.

4. Notification and Contact

The Clerk must keep the Chair informed of their condition and likely duration of absence. The Council will maintain appropriate, supportive contact throughout the period of sickness.

5. Medical Evidence and Assessments

The Council may request updated medical certificates or, where necessary, seek advice from the Clerk's GP or an occupational health provider (with consent).

6. Review Meetings

During long-term sickness, the Chair will arrange periodic review meetings to discuss:

- The employee's health and recovery progress.
- Likely return-to-work date.
- Any temporary or permanent adjustments needed.
- Whether a return-to-work plan is appropriate.

7. Reasonable Adjustments and Phased Return

If the Clerk is able to return on reduced hours or amended duties, the Council will consider reasonable adjustments in line with medical advice.

8. When Employment May Be Considered for Termination

If, after full medical consideration and consultation, it appears that the Clerk is unlikely to return to work within a reasonable period, the Council may consider termination of

employment on medical grounds. This will be done only after:

- Medical evidence has been obtained and shared.
- All reasonable adjustments and alternative arrangements have been considered.
- The Clerk has had the opportunity to make representations.

9. Right of Appeal

The Clerk will have the right to appeal against any decision to terminate employment on medical grounds. The appeal will be heard by councillors not previously involved.

10. Confidentiality

All medical information will be treated in strict confidence and held in accordance with data protection requirements.

Adoption and Review

This policy was adopted by Over Haddon Parish Council on 10 October 2025 and will be reviewed every two years.