Sickness Absence Process – Halton Parish Council

Adopted Nov 2025

1. Employee Notification of Absence

The employee must notify the Clerk or Chair as soon as possible on the first day of sickness. If the absence lasts longer than 7 calendar days, the employee must provide a Fit Note.

2. Fit Note Requirements

For absences of more than 7 days, the employee must submit a Fit Note (GP certificate). Copies may be provided electronically. The note must be stored securely within personnel records.

3. Sick Pay Entitlement

Sick pay entitlement is based on continuous service:

- 1st Year: One month full pay; after 4 months service, up to two months half pay.

-2nd Year: Two month full pay, up to two months half pay.

Statutory Sick Pay (SSP) is included automatically and offset within contractual sick pay.

4. Payroll Notification

The Clerk must notify payroll of:

- Employee name

- Dates of sick leave and Fit Note coverage

- Whether sick leave is paid at full pay or half pay

Payroll will calculate SSP and pay correctly.

5. Welfare Contact During Absence

The Clerk or Chair should maintain supportive contact every 2–3 weeks to check wellbeing and confirm ongoing certification. Medical details should not be requested.

6. Review Meetings and Occupational Health

If absence continues beyond 4–6 weeks, hold a welfare meeting. If absence becomes long-term (8+ weeks), consider Occupational Health referral to support return planning.

7. Return to Work

When the employee is fit to return, confirm the return date and agree any temporary adjustments. Complete a Return-to-Work Discussion form and file it.

8. End of Sick Pay / Move to ESA

Contractual sick pay and SSP may eventually end. After 28 weeks of sickness, SSP ceases. Payroll should issue an SSP1 form so the employee may apply for Employment and Support Allowance (ESA).

Flowchart – Sickness Absence Process

Employee becomes unwell

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Employee notifies Clerk/Chair

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If >7 days → Fit Note required

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Fit Note received and filed

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Determine pay status (Full Pay / Half Pay)

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Notify Payroll

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Supportive check-ins every 2–3 weeks

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If >6–8 weeks → Consider Occupational Health

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Employee returns → Return-to-Work Discussion