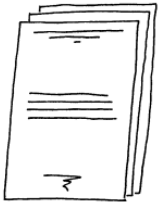


Sickness



The Council cares about its staff and wants to make sure that everyone who works for us is as healthy as possible.

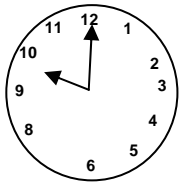


We have an Attendance Management Policy, which includes the rules about sickness. The rules tell you what you should do if you are sick and what we will do to help you get better.

What you should do if you are sick



If you are sick and cannot go to work, you should ring your manager and tell them you are sick as soon as possible.



For example, if you were due to start work at 9 o'clock, you should ring your manager before 10 o'clock to tell them you will not be in.

You should also tell your manager what your sickness is and when you think you might be well enough to come back to work.



If you are sick for several days, you will need to call your manager each day to let them know how you are feeling and when you are going to come back to work.



If you do not ring your manager to tell them you are sick, it is possible that you will not be given your wages for that day.

Your manager will be looking to see if they can help you at all, so it is important that you keep in touch

with them whilst you are off sick. Your manager may call you to see if you are getting better. You might be asked to see the Council's Nurse or Doctor.

When you return to work after being sick



When you come back to work, you will have a meeting with your manager and you will need to sign a self-certification form.

This form is so we have a record of why you were off sick. If you have been off sick for a week or more, you will need to get a sick note from your Doctor which says that you were not fit for work.



Your manager will also talk to you about your sickness to try and make sure that it is not being caused by anything you do at work.



If you didn't want to talk to your manager about your sickness, you could speak to someone from Human Resources or an Occupational Health Nurse instead. An Occupational Health Nurse is someone that Council staff go to see if they are off sick for a long period of time.

If you are off sick a lot



If you are repeatedly off sick or you have been off sick for a long period of time, your manager will arrange an Attendance Consultation. This is a meeting where you and your manager discuss why you have been off sick a lot.



The computer tells your manager if you should have one of these meetings. This is called a Sickness Trigger. Managers are told to have meetings with anyone who has:

- Been off sick 3 times in the last 6 months, or
- Been off sick 4 times in the last year, or
- Been off sick for a total of 10 days or more in the last year

UNISON



You can bring your Union representative or someone else to give you support at this meeting if you want to.

You are not being told off at this meeting. It is for your manager to try and find out why you have had a lot of sickness and if there is anything they can do to help you have less sickness.

It is important for your manager to know how they can help you come to work, because they have a service to provide. When you are not at work, you will be missed and someone else will have to do your work.

Your manager will set targets for you to try and reduce your sickness. Your manager will also arrange more meetings to see if you have met these targets.

If you carry on having time off sick, your manager may give you a warning. If your sickness gets really bad, it is possible that you could be sacked because of ill health or for not turning up to work.



What the Council will do for you if you are off sick

It is important to the Council that everyone is well enough to come to work so that we can deliver our services to the people of Leicester.

We try to make sure that where you work does not cause you to be off sick. If you are off sick for a long time or have several short illnesses, we will check that where you work and what you do is not causing you to be sick.



If you think that where you work or what you do is causing you to be sick, you should tell your manager as soon as possible. If this is the case, we will try to find you another job in the Council that will not cause you to be sick.



If you are off sick for 6 weeks, we will make an appointment for you with our Occupational Health Service. This is a group of doctors and nurses who will meet with you to see how you are and if there is anything we can do to help you get better.