

1. **Who Do I Notify**

If you are too ill to work, please inform the Parish Administrator or Assistant Parish Administrator by telephone before 10.00am on your first day of illness.

2. **What Information Will Be Needed**

You should state the reason for your absence. On the fourth day of absence you must further advise the PA or APA of your continuing sickness. Remember that weekends count as days of absence.

3. **What Else Must I Do**

On returning to work, you must complete a self-certification certificate. Forms are available from Reception.

4. **What Should I Do If Sick For More Than 7 Days**

For sickness absence of seven days or more (including weekends), you must obtain a valid medical certificate from your Doctor or Hospital and send it to the PA. If however, in the opinion of the Occupational Health Physician who is recommended by Staffordshire County Council, you are unable to return to any form of unemployment the case will be dealt with under ill health retirement. Disciplinary action will be taken if the sick pay arrangements are abused or misrepresented.

Note: In cases where a Doctor's note exceeds 14 days, before returning to work, you must obtain a final note indicating your fitness to resume full duties.

5. **What Should I Do When Returning To Work?**

On the first day you return to work it is necessary to see the PA so a 'return to work interview' can be undertaken.