Almost everyone suffers illness from time to time. If you are unable to attend work normally because of illness you must keep your line manager informed of the reasons why you’re away from work. The Council, in dealing with sickness absence, recognises the operational needs of Services to keep absences to a minimum whilst ensuring you are treated fairly and sympathetically.

The Basics

- Phone the sickline, 03451 551111 on the first day of your sickness before you normally start work. You will be asked for your payroll number, so have it ready. Your manager will be informed and may call you later in the day. HR Payroll (aboutMe) will be automatically informed. You may have agreed alternative or additional local reporting arrangements with your manager.
- If you are still unable to work contact your line manager directly on the fourth and eighth day of illness. (Including non-work days, weekends etc.)
- If your absence lasts longer than seven days, submit a Fit Note signed by your GP or MED 10 form (from hospital) to cover you from day eight onwards.
- When you are back at work you will have a return to work interview with your line manager. If you can use a computer at work, log in to aboutMe and click on “End my sickness absence”. This replaces the self-certification form you had to fill in before. If you can’t get to a computer speak to your line manager who’ll do this for you. If your line manager hasn’t got a computer either, phone the support team on 01592 583680 (VoIP 583680).

Your Responsibilities While Absent

- Submit medical certificates on time.
- Keep in contact with your Service advising them of any changes to your condition.
- Attend meetings if required.
- Comply with the conditions laid down by your Service.

Your Service’s Responsibilities While You Are Absent

- Keep in contact with you regularly.
- Follow Council and Service procedures.
- Treat you fairly and with sensitivity.
- Respond firmly to abuse of absence procedures.

Your Responsibilities When You Come Back to Work

- Submit any outstanding medical certificates on time.
- Participate in the Return to Work interview.
Your Line Manager’s Responsibilities When You Come Back to Work

- Conduct a Return to Work meeting.
- Confirm that you are fit to work.
- Ensure certification is correct.
- Decide if any further action is required.

Management of Attendance

Your line manager will monitor attendance levels and provide feedback, including acknowledging good attendance.

If you don’t follow these procedures you may lose your entitlement to Statutory Sick pay or Occupational Sickness Allowance or both for all or part of your absence. You may be subject to action using the Disciplinary Procedure.

We'll use fair procedures to manage attendance, keeping you informed and making sure you have your say. We’ll let you know when you can appeal about a decision if you think your manager has missed something or got it wrong.

While you may feel uncomfortable discussing your attendance and reasons for absence with your line manager this is part of the normal management process.

Fife Council’s Commitments to You

- A generous sickness allowance scheme for employees who fall ill.
- Discover if there are any work-related factors affecting attendance.
- Use of Occupational Health specialists for advice on medical issues that might have a long-term impact on your ability to work normally.
- Rehabilitation procedures to help employees back to work.

Your Commitment to Fife Council

- Attend work regularly and only make use of sickness procedures when you are genuinely too ill to come to work.
- Avoid actions that are damaging to health or delay your recovery from illness.
- Advise your line manager of any work issues affecting your health or attendance.

Find Out More

See AM01 Attendance Management Policy
See AM02 Attendance Management Policy Teachers

For more information or advice and guidance contact HR Direct on VOIP 2000 or 01592 583200.