

## Review of Sickness Absence Policy and Procedures

### Summary

This report provides the Employment Committee with information regarding the Council's updated Sickness Absence Policy and Procedure.

### Wards Affected

N/A

### Recommendation

The Employment Committee is asked to RESOLVE that the updated Sickness Absence Policy and Procedure, as set out at Annex A to the report, be adopted referring to the new HR system Itrent and the introduction of Parental Bereavement Leave.

### 1. Resource Implications

1.1 There are no resource issues arising from this report.

### 2. Key Issues

2.1 Incorporating the new procedures for staff sickness absence recording and return to work conversations for employees with the introduction of the HR system Itrent.

### 3. Options

3.1 The Committee is requested to NOTE the updated Sickness Absence Policy and Procedure and agree that the policy be adopted.

<b>ANNEXES</b>	<b>Annex A – Sickness Absence Policy</b>
<b>BACKGROUND PAPERS</b>	<b>N/A</b>
<b>AUTHOR/CONTACT DETAILS</b>	<b>Bobbie.Ludlow Bobbie.Ludlow@surreyheath.gov.uk</b>
<b>HEAD OF SERVICE</b>	<b>Louise Livingston Louise.Livingston@surreyheath.gov.uk</b>