

# DRAYCOTT AND CHURCH WILNE PARISH COUNCIL ABSENCE POLICY

## 1. Sickness absence

Draycott Parish Council operates a scheme that provides for varying periods of sickness absence on full pay, followed by half pay, according to the length of recognised Local Government Service. The scheme is detailed in the Parish Clerk's contract of employment.

'Sickness' is defined as incapacity to carry out the duties and responsibilities which the employee is contractually obliged to do because of their own accident or illness. This policy therefore applies to absence caused by personal illness or accident.

The employee must ensure that the Chairman or vice-Chairman is contacted as soon as possible when an absence occurs. The reason for absence must be given together with an indication of a likely return date. The employee should keep in regular contact with the Chairman or vice-Chairman during the period of absence so that any necessary action can be taken.

In the event of an accident at work the Chairman or vice-Chairman should be notified as soon as possible so that any necessary follow-up action can be taken.

When sick leave coincides with booked annual leave it will normally count as sick leave.

## 2. Compassionate leave

Employees may be granted, at the discretion of the Chairman or vice-Chairman, a maximum of 7 days paid leave and a maximum of 20 days unpaid leave in any one period of 12 months compassionate leave in the following circumstances.

- The death of a near relative
- The serious illness of a near relative
- Any acute domestic distress, subject to agreement that the circumstances justify the absence.

**Note** – near relative means – spouse/partner, child, parent, grandparent, brother or sister, or parent-in-law of the employee.