

Breaston Parish Council

Absence Policy

Adopted May 2017

1. Sickness Absence

Breaston 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. See appendix 1 below.

'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 Line Manager, Chair, or vice-Chair 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 Chair or vice-Chair during the period of absence so that any necessary action can be taken.

In the event of an accident at work the Line Manager, Chair or vice-Chair 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 Chair or vice-Chair, 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.

Appendix 1 – taken from Clerk Contract:

1. SICKNESS ABSENCE

- 16.1 If you are absent from work on account of sickness or injury, it is your responsibility to inform the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs. For absences of four to seven days you will be required to complete a Self-Certification Form. For absences over seven days you will be expected to present a Doctor's Certificate to cover the period of absence.
- 16.2 You will be provided with a copy of the Council's sickness absence policy.
- 16.3 The Council shall have the right at any time to require you to submit to examination by an independent medical practitioner selected by the Council, to obtain a confidential report on your condition from such practitioner and to discuss with such practitioner the findings of his/her examination and his/her prognosis of your likely recovery and or fitness to resume work and any recommended treatment.

2. SICK PAY

- 17.1 Provided that you comply with the Council's sickness absence policy, you will receive sick pay when you are absent from work because of sickness, as follows:

during 1st year of service	• one month's full pay and (after completing 4 months' service) 2 months' half pay
during 2 nd year of service	• 2 months' full pay and 2 months' half pay
during 3 rd year of service	• 4 months' full pay and 4 months' half pay
during 4 th & 5 th - year of service	• 5 months' full pay and 5 months' half pay
after 5 years' service	• 6 months' full pay and 6 months' half pay