

Finance & Staffing Committee

Absence Policy – Proposed Amendment

1. Introduction

- 1.1 The Council has an absence policy which requires updating to confirm arrangements for absence due to extraneous duties.
- 1.2 Leave for extraneous duties
 - i. Jury service and attendance at court
 - ii. An employee receiving a summons to serve on a jury must report the fact to the Clerk or their Supervisor who will grant them leave of absence unless exemption is secured.
 - iii. Any employee serving as a juror will receive up to 5 working days pay for their approved absence. In the event of an absence over 5 working days, the employee must claim the allowance for loss of earnings for the sixth day and beyond to which they are entitled under the Juror's Allowance Regulations currently in force.
 - iv. They should forward the form issued by the Court's officer, together with a note of the period of the jury service, to the Exchequer Services for completion as to loss of earnings.
 - v. After the completion of the jury service, employees should confirm their absence dates with the Clerk or their Supervisor and the employee will be advised on the deduction from the monthly pay.
 - vi. Similarly, when an employee is required to attend Court following a subpoena or as a witness on behalf of another party where loss of earnings can be claimed from public funds, the claim should be made from the Court and the Exchequer Services section notified as set out above.

2. Recommendation:

- 2.1 That this Committee notes and approves the addition set out in this report to its Absence Policy.

Paula Harrison,
Parish Manager