



Non-sick Absence Policy

There may be occasions when employees are absent for non-sick reasons. This policy covers some of the reasons for these absences and any requirements that either St Michael's Parochial Church Council (PCC) (as employer) or the employee needs to follow.

Pregnancy and Maternity Rights

You have certain statutory rights if you are pregnant. The rules on pregnancy and maternity are very complex and any query should be raised with your line manager who will seek advice.

Ante-natal care

You are entitled to reasonable time off work with pay to attend for ante-natal care at appointments made on the advice of a registered medical practitioner, registered midwife or registered health worker. You must inform the priest in charge as soon as possible in writing and provide a certificate of pregnancy and an appointment card.

Other Absence

Appointments

You are normally expected to ensure that appointments to visit the doctor, dentist, hospital, etc. are made in your own time and outside normal working hours. In the event that this is not reasonably practicable, time off work will be permitted to attend such appointments providing that the appointment is substantiated with an appointment card (if requested) and the timing of the appointment causes as little disruption as possible i.e. at the beginning or end of the working day. There will be an expectation to cover the time missed for the appointment at another time in the week.

Bereavement Leave

In the event of the death or funeral of a relative, civil partner or close friend, you may be granted appropriate time off work and payment at the discretion of the PCC after careful and sympathetic consideration has been given to the circumstances surrounding each bereavement.

Paid leave of absence

Leave with pay for compassionate reasons shall normally not exceed three days in any one year, increased to 6 days for those with carer responsibilities or where it is felt appropriate in the circumstances. All such leave is subject to the approval of the Rector. Permission will be given to attend the funeral of a close friend or relative. Leave in excess of six days shall normally be without pay or reckoned as part of the holiday entitlement.

Statutory Time Off

Unpaid statutory time off will apply for the following:

- Parental leave
- Paternity leave
- Adoption leave
- Family emergencies

Unpaid Leave Of Absence

Unpaid leave is available to deal with a family emergency and to make alternative care arrangements for a dependent.

The PCC may grant a period of unpaid leave so that you can extend your normal holiday entitlement if you have special reasons, for example, an extended visit to family abroad. This must be discussed with your line manager before any arrangements are finalised.

Long term absences for reasons other than sickness, such as career breaks or time off for long distance travel, will be considered by line managers at the request of an employee. The request will be considered in line with the needs of the charity and operational requirements prior to being authorised.

Flexible Working

Providing you qualify and have caring responsibilities, you are entitled to request flexible working arrangements, on a permanent basis, in terms of changes to hours, location and pattern of work, to enable you to care for a child or adult.

Jury Service

You are entitled to time off work to fulfil your obligations with regard to Jury Service. In the event of you being summoned to attend for Jury Service, you must notify your line manager immediately on receipt of the Jury Summons, giving details of the dates you are required to attend Court.

You may be requested to apply to the Court for your Jury Service to be either postponed or delayed if it is considered that your absence will cause substantial injury to the business. A failure or refusal to make a request when requested will lead to action being taken under the Disciplinary Procedure, which may include dismissal.

If you are retained on Jury Service for a prolonged period, you have an obligation to notify the PCC and must keep in regular contact throughout. You must return to normal working immediately following your release from Jury duties.

You are reminded to ensure that an expenses claim is submitted to the Court in accordance with the available allowances for travelling, subsistence and your financial loss.

You are not entitled to payment for this time off, as you can claim allowances from the Court.

Public Duties

You are entitled to reasonable time off during working hours to perform the duties associated with certain positions, such as Justices of the Peace, members of a local authority, statutory tribunal or police authority. You are not, however, entitled to payment for this time.

Unauthorised absences will be dealt with via St Michael's Church disciplinary procedure.

Approved by the PCC and signed on its behalf:

A handwritten signature in black ink, appearing to read "Simon Dean". The signature is written in a cursive, flowing style.

Date: January 2024