

DRAYTON PARISH COUNCIL

Unplanned or long-term sickness Absence Policy

Drayton Parish Council is committed to maintaining an effective service to the community of Drayton

Unplanned Absence

If the Clerk notifies the Council that, or it is anticipated that the Clerk will become unavailable for a period that will last more than two weeks the Chair of the Council in agreement with the Chair of the Staffing Committee are authorised to contact the Norfolk Association of Local Councils, or another provider, to arrange for a locum Clerk to be appointed if deemed necessary.

Arrangements for the hand-over of Council devices, such as a laptop and mobile phone should be made without delay, and any appropriate paper documents obtained.

If any other member of staff notifies the Council of an absence of a period of time anticipated to last more than two weeks then the Clerk, in agreement with the Chair of the Council and the Chair of the Staffing Committee are authorised to obtain temporary cover as deemed necessary.

Adopted: 2nd July 2020