

Bishop's Stortford Baptist Church (BSBC)

Policy for Special Absences

[This is separate from statutory rights to time off]

Compassionate Leave

At the discretion of the Church Officers employees may be granted Compassionate Leave. This may be paid or unpaid according to the circumstances.

Compassionate Leave will normally be granted in the event of death of a significant person in his/her life, even if the person is not an immediate family member.

The maximum amount of Compassionate Leave normally allowable in a 12-month period is 10 days.

If unpaid Discretionary Leave is granted, this may alternatively be taken as paid holiday, or other arrangements considered such as making up time at a later date.

Other Leave Requests

Occasions may arise such as the need to care for a non-dependent, but a family member, who may be sick, or where there is a delay in sorting out medium to long term care arrangements and time off from work is needed.

In such circumstances, please immediately contact one of the Church Officers, providing an indication of the circumstances and how long the absence might be.

Absence requests which are subsequently agreed will be either unpaid, taken as holiday or alternative arrangements made (i.e. making up the time at a later date or working from home, if agreed and feasible). Full details must be recorded.

Jury Service

Employees are entitled to time off work to fulfil obligations with regard to Jury Service. In the event you are summoned to attend for Jury Service, you must notify the Church Officers immediately upon 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 Church.

If you are retained on Jury Service for a long period, you have an obligation to notify the Church 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

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 timing of the appointment causes as little disruption as possible. You may be required to make up the time missed whilst attending the appointment and full details should be provided to the Church Officers.

This policy was adopted by the Trustees on 14th October 2019 and will be reviewed every three years.