



8      Illness and Sick Leave

Notification of absence from work owing to illness, or any other cause, must be made at the earliest opportunity (where possible to enable the committee to make other arrangements) direct to the Clerk or in his absence to a council member. You are asked to complete a self-certification form for all absence which should be returned to the Clerk. After an absence of one week a Medical Certificate is required. Further certificates must be supplied as and when required and a final certificate giving the date on which you will be fit to resume work will also be required.

9      Pension Scheme

The Parish Council does not operate a pension scheme.

10.    Mileage Allowance

A mileage allowance will be paid for journeys made on behalf of the Parish Council.

11     Retirement

The retirement age for employees of the Parish Council is 65. Contracts of employment will normally end when employees reach this age. The Parish Council may, by mutual agreement extend an employees service beyond age 65 for an agreed period which would be reviewed annually.

12     Termination of Employment

If you wish to terminate your employment with the Parish Council, you are required to give four weeks notice in writing. Should the Parish Council wish to terminate your employment, for reasons other than gross misconduct, you will be entitled to written notice as follows:-

- A) during your probationary period, two weeks
- B) thereafter and up to two years service, four weeks
- C) thereafter, an extra week's notice will be given for each full year of service up to a maximum 12 weeks notice after 12 years service.

13     Disciplinary and Grievance Procedure

The disciplinary and grievance procedure is set out in a separate document.

14     Equal Opportunities Policy

The Parish Council has an equal opportunities Policy, and employees are expected to be positively committed to this policy.

15 Health and Safety at Work

Employees are reminded that they have a statutory duty to observe all health and safety rules and to take all reasonable care to promote the health and safety at work of themselves, fellow workers and members. Wilful breaches of health and safety policy will be dealt with through the disciplinary procedure.

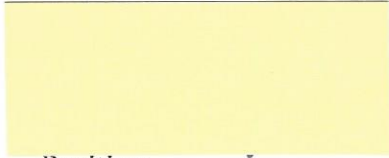
16 Data Protection

You agree that the Parish Council and its agents may process personal data and sensitive personal data relating to you within the meaning of the Data Protection Act 1998.

17 Variation of Terms and Conditions

Proposed variation of these terms and conditions will be notified to employees and a period of consultation entered into with the aim of reaching agreement. The Parish Council reserves the right at the end of the period of consultation to vary the contract of employment if there is a business or substantial reason to do so.

Signed on behalf of Upwood and The Raveleys Parish Council



Name

Position

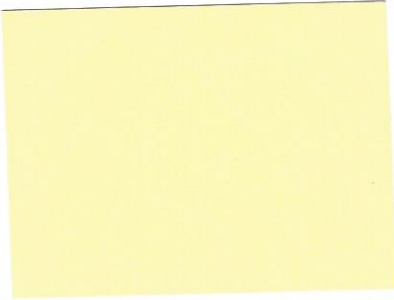
Date

IVAN W. YOWDS.

PARISH CLERK.

26/4/03.

Employees Signature



Date 3-05-03.