

Sickness Absence - Impact on Annual Leave

Single Status, Craft & Chief Officers

- Continuous sickness absences of 3 months or more will result in an adjustment of leave entitlement, to an amount equal to the period of actual service worked during the leave year.
- Employee leave entitlements will not be adjusted to be less than the statutory minimum of 28 days which includes Public Holidays.
- If the period of continuous absence spans two leave years, e.g., November, December, and January, then leave entitlements for both years will be adjusted.
- If an employee has taken more leave than their adjusted entitlement, then an appropriate adjustment will be made in the following year.

Employees should contact the MyView team, MyView@pkc.gov.uk regarding any queries about adjustments made to their leave entitlements.

SNCT (Teachers & Associated Professionals)

Separate guidance on prolonged sickness absence and annual leave is recorded in the SNCT Handbook [Paras 6.37 to 6.50](#).