

Lawshall Pre School Staff Sickness and Absence Policy Policy statement

Lawshall Pre-school recognises that employees may be absent from the organisation for a variety of reasons. To ensure that all staff are treated in a consistent and equitable manner, this document provides the framework for dealing with such circumstances.

Absence: whether due to illness or any other circumstances is defined (for the purpose of this document) as the non-attendance of workers when they are contracted to attend.

Procedures

- Any sickness/absence should be reported to Manager/Leader by 7.30am, by telephoning her home number and or personal mobile (all staff should take a note of this) giving a clear indication of the nature of the illness/absence and a likely return date.
(It is the responsibility of the staff member to ensure their absence has been received by the manager- so a left message or text is not acceptable).
- The Manager/Leader should report any sickness/absence to the Chair or in his/her absence to a Committee member by 7.45 am. The Manager/Leader is required to make every effort to ensure cover for the Pre-school.
- Any sickness absence of less than seven days requires an employee to complete a 'Self Certificate' available from any Doctor's Surgery or downloadable from www.direct.gov.uk.
- Sickness absence which exceeds seven days requires an employee to obtain a 'Fit Note' from their GP.
- A 'Return to Work Discussion' with Manager/Leader will take place after each period of sickness/absence. This is to establish the reason for and cause of the absence, to consider whether there is anything the manager or organisation can do to help and to confirm that the employee is fit to return to work.
- The Manager/Leader's 'Return to Work Discussion' should take place with the Chair or another Committee member, as nominated by the Chair.
- A more formal review will be triggered by: frequent short-term absences eg three periods of absence in a six month period; or after any long term absence.
- Absences of one to three days will be considered as 'short term' absence.
- Absences of four days or more will be considered as 'long term' absence.
- If an explanation for absence is not forthcoming or considered to be unsatisfactory, disciplinary procedures will apply.
- All records relating to staff absence/sickness will be stored confidentially and securely.

Sick Pay

- Normal statutory sick pay applies. Please refer to your individual contract of employment.

Maternity

- Absence relating to pregnancy will be recorded separately from sickness records. Employees are entitled to reasonable time-off with pay, to attend antenatal clinics. Statutory Maternity Pay will apply as appropriate. Staff should endeavour to make routine appointments outside of work time where possible.

Disability

- Absence relating to disability will be recorded separately from sickness records. We work within the framework of the 'Equality Act 2010' to ensure an inclusive and anti-discriminatory approach.

Time Off For Dependents

- In emergencies where normal childcare arrangements break down or where an employee is primarily or solely responsible for a child, dependent relative or partner who becomes ill or incapable, then an employee can request up to two days leave to organise appropriate care. This leave will be unpaid and the request should be made to the Manager/Leader as soon as a problem is identified

Time off for Medical Appointments

Where possible, appointments for Doctor, Dentist, Optician, Hospital etc. should be made outside of normal working hours.

Bereavement/Compassionate Leave

Please refer to individual contract of employment.

Annual Leave/Holiday Entitlement

Please refer in individual contract of employment.

For further guidance on all matters relating to sickness and absence, including your rights as an employee and the relative legislation please refer to guidance found at www.acas.org.uk and/or www.direct.gov.uk. These sites were also used as a point of reference/guidance in the process of creating this document.

Please also refer to:

- • Disciplinary Policy and Procedure (Lawshall Pre-school)
- • Employment and Staffing Policy (Lawshall Pre-school)
- • Grievance Policy and Procedure (Lawshall Pre-school)

- • Valuing Diversity and Promoting Equality (Lawshall Pre-School)