Staff Policy 2. Sickness and Absence Policy

**Policy Statement**

Goostrey Pre-School recognises that employees may be absent from work 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.

**Procedures**

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. Any absence must be reported to the Manager by 7.30am, by telephoning her personal mobile giving a clear indication of the nature of the illness/absence and a likely return date.

The Manager will make every effort to ensure cover for the Pre-School.

Any sickness absence of less than seven days will be recorded by the manager on the absence from work spreadsheet for that staff member.

Sickness absence which exceeds seven days, requires an employee to obtain a 'Fit Note' from their GP. A 'Return to Work Discussion' with the Manager 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.

A more formal review will be triggered by frequent short-term absences, for example 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 a ‘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**

Staff will be paid the equivalent of 1 working week (based on their contracted days/hours) per academic year. For longer periods of time off, staff can claim Statutory sick pay on the presentation of a GP or Hospital sick note and that they meet the appropriate criteria.

If a member of staff requests or is instructed to go home due to sickness at work, a full days pay will be made if they have been in work for more than half their working hours. If they have been in less than half their working hours then they will only be paid for the hours worked.

**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 Dependants**

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 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**

is paid at the discretion of the Manager and Trustees.

**Annual Leave/Holiday Entitlement has its own policy**.

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.gov.uk. These sites were also used as a point of reference/guidance in the process of creating this document.

This policy is reviewed annually, or as deemed necessary.

Policy written by Nicola Ellershaw 02/10/2022