



Waltham Pre-School

Staff Sickness

Procedure

Any sickness/absence should be reported by telephone to Mrs Rawcliffe, between 6-7am on the day of absence. A clear indication of the nature of the illness/absence and a likely return date should be given. It is the responsibility of the staff member to ensure their absence has been received by the deputy manager- so a left message or text is not acceptable. Any sickness absence of 3-5 working 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 five working days requires an employee to obtain a doctor's sick note. A phone call to the Pre-School would be made on the day of absence before 4pm to inform them if you will be returning to work the following day.

'Fit Note' from GP

A 'Return to Work Discussion' with Manager/Room Leader will take place after each period of sickness/absence of more than 5 working days. 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 e.g. three periods of absence in a six-month period; or after any long term absence. Absences of one to five days will be considered as 'short term' absence. Absences of six 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.

Safeguarding and Welfare Requirement: Staff: Child ratios

Staffing arrangements must meet the needs of all children and ensure their safety

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 or relative 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

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, Employment and Staffing Policy, Grievance Policy and Procedure, Valuing Diversity and Promoting Equality.