



5.2 Staff Sickness and Absence Policy.

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Snapdragons Pre School recognises that employees might be absent from the organisation for a variety of reasons. To ensure all staff are treated in a considerate and equitable manner, this document provides the framework for dealing with such circumstances. Absence: weather due to illness or any other circumstance is defined (for the purpose of this document) as a non-attendance of workers when they are contracted to attend.

Procedures

- Any sickness/absences should be reported to the manager by 7.30am, by telephoning or texting her personal mobile 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 the manager has received this message, so a left message is not acceptable.

- The manager should report any sickness to the Chair or in her absence to a committee member by 7.45am. The manager is required to make every effort to ensure cover for the Pre School. If the manager is too ill to arrange their own cover, the Deputy will arrange cover instead and in form the Chair of absence.

Sickness absence which exceed five working days (long term illness/absence) requires an employee to obtain a 'fit note' from their GP. Anything over 5 working days, Statutory sick pay applies. (Please refer to government website for more details)

-If long term sickness /absence prevents an employee returning to work or is recurrent or if frequent illness or absence exceeds recommended short-term illness / absence within an agreed time frame a formal process will be triggered. (Agreed absence and timeframe can be agreed and extended on the advice of an employee's GP).

-A fit note can be obtained from a GP or hospital (the employee may be charged for the fit note if requested or completed before the 7th day of absence.

Additionally, a sick employee will have their employment terminated.

-If reasonable adjustments to their role, duties or hours cannot facilitate their return to work.

-If returning to work will not improve or worsen their health.

Advice on short- and long-term absence

National Insurance Contributions and Employers Office

HM Revenue and Customs

BA9 1AN

Enclosing-

-Employee's full name, address, and date of birth, and National Insurance Number.

-Date of latest period and nature of absence (credited by a GP)

-Employees written consent

-Copies of medical certificates or fit notes submitted to an employee within a 12-month period (naming the GP and GP surgery address)

-Employees occupation and main duties

-Reasons for requesting an opinion

-Outcome of action already taken by employer

-Employees reason for absence/s

All records relating to staff absence/sickness will be stored confidentially and securely.

Sick Pay

Snapdragons Pre School Directors have agreed that all staff can have up to 5 paid days off per year (September-July), this could be for their own absences or absences due to their dependents.

Maternity

-Absence relating to pregnancy will be separate 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

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

Time Off for Medical Appointments

Where possible, appointments for Doctors, Dentists, Optician, Hospital etc. should be made outside of normal working hours. However, in extreme circumstance its down to the manager/Chair to decide if appointments can take place in working hours.

Bereavement/compassionate leave

Bereavement / compassionate leave is up to the manger/ chair's own discretion.

Annual leave/Holiday Entitlement

All holidays must be taken out of term time, however in extreme circumstance it will be down to the manager/ Chair's discretion.

Gemma Hudson

This policy was adapted by

On

8th November 2019

Date to be reviewed

~~8th November 2020~~ _____

Signed on behalf of the provider

Name of signatory

~~Gemma Hudson~~ _____

Role of signatory (e.g. chair, director, or owner) Chair/ Director/ Trustee _____