

## Staff Sickness and Absence Policy

This policy and associated procedures were adopted by Chelford Village Preschool on October 10th 2022.

Date of last review: 16<sup>th</sup> September 2023

Date of next review: 16<sup>th</sup> September 2024

Version: 1.0

Version Control Table

Version	Date Reviewed	Reviewed By	Comments
1.0	10 <sup>th</sup> October 2022	Katherine Bones	New Policy Adopted
	16 <sup>th</sup> September 2023	Katherine Bones	No Changes

## **Staff Sickness & Absence Policy**

### **Policy statement**

Chelford Village Preschool recognises that employees may be absent from the Pre-school 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 circumstance is defined (for the purpose of this document) as the nonattendance of workers when they are contracted to attend.

### **Procedures**

Any sickness/absence should be reported to the Pre-school Manager as early as possible by telephoning using her 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. The Pre-school Manager 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 certification available from any Doctor's Surgery, this can also be completed online.

Sickness absence which exceeds seven days requires an employee to obtain a "Fit Note" from their GP.

A 'Return to Work' Interview with the Pre-school Manager will take place after a period of absence of more than 3 days. This is to establish the reason for and cause of the absence, to consider whether there is anything the Pre-school can do to help and to confirm that the employee is fit to return to work. The Pre-school Manager's 'Return to Work' Interview will take place with the Committee Chair.

A more formal review will be triggered by frequent short-term absences; e.g. three periods of absence over a term; or after any long term absence.

Absences of one to three days will be considered as 'short term absences'

Absences of four days or more will be considered as 'long term absences'

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 Statement of Terms of Employment for more information.

### **Maternity**

Absence relating to pregnancy will be recorded separately from sickness records. Employees are entitled to reasonable time-off 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. Please refer to your individual Statement of Terms of Employment for more information.

### **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.

### **Special Leave for Bereavement/Time off for Dependants**

In the event of the death of an immediate family member, 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 special leave may be granted.

Special leave is intended to provide a compassionate response to immediate needs and will be essentially short-term. Each application for special leave will have individual circumstances taken into consideration. Up to 10 sessions or 1 weeks paid leave in a 12-month period may be granted at management discretion and consideration given thereafter to unpaid leave. For staff who do not work set sessions, an average will be taken from the previous half terms work to calculate the number of sessions to be paid, if the maximum amount of compassionate leave has been granted.