

# Staff Sickness and Absence

May 2023

## Policy statement

Houghton & Wyton Pre-school Playgroup 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 non-attendance 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 to report any sickness / absence to the Chair of the Parent Management Committee or in his / her absence a Committee Member as early as possible. The Pre-school Manager is required to make every effort to ensure cover for the Pre-school.
- Any sickness absence of less than seven (7) days requires an employee to complete a self certification available from any Doctor's Surgery or see the Employee Handbook.
- Sickness absence which exceeds seven (7) 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 shifts using the Return to Work Form in the Employee Handbook. 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 Chair of the Parent Management Committee or another Committee Member, as nominated by the Chair.
- 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.
- During a formal absence meeting future attendance expectations, improvements and timescales will be discussed and agreed. This will vary according to individual circumstances.
- 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 and the Employee Handbook 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 and the Employee Handbook 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.

## **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 Pre-school Manager or Chair of the Parent Management Committee as soon as a problem is identified. Please refer to the Employee Handbook for more information.

## **Time off for Medical Appointments**

- Where possible, appointments for Doctor, Dentist, Optician, Hospital etc. should be made outside of normal working hours. Please refer to the Employee Handbook for more information.

## **Bereavement / Compassionate Leave**

- You are entitled to take paid compassionate leave in the event of serious illness or death of a member of your immediate family (being a spouse or partner, child, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister or brother or sister-in-law) of up to three consecutive days (excluding weekends) in any 12-month period.
- We may exercise discretion to grant paid compassionate leave in respect of any other relative or close friend, depending of the circumstances of each case.
- If you are unable to return to work following a period of compassionate leave you should contact the Pre-school Manager or Chair of the Parent Management Committee. It may be appropriate to take a period of annual leave or unpaid leave in those circumstances.
- We recognise that it may not always be possible to request compassionate leave in advance. However, where it is possible, you should make a request to the Pre-school Manager or Chair of the Parent Management Committee. You should tell them the reasons for your request and the number of days leave you would like to take.
- Where it is not possible to request leave in advance, you should contact the Pre-school Manager or Chair of the Parent Management Committee as soon as possible to tell them the reason for your absence and the number of days you expect to be absent. Someone can do this on your behalf.

## **Annual Leave / Holiday Entitlement**

- Please refer to your Statement of Terms of Employment and to the Employee Handbook.

## **Further guidance**

- 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](http://www.acas.org.uk) and/or [www.direct.gov.uk](http://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:
  - Your Statement of Terms of Employment
  - Your Employee Handbook
  - Disciplinary Procedure
  - Grievances Procedure
  - Staffing Policy
  - Employment Policy
  - Valuing Diversity and Promoting Equality Policy

*This policy was adopted at a meeting of **HOUGHTON & WYTON PRE-SCHOOL PLAYGROUP***

*To be reviewed as required.*

*Signed on behalf of the Parent Management Committee:*



*Name of Signatory: **CLAIRE ANDERSON***

*Role of Signatory: **CHAIRPERSON***