

7.5 LEAVE OF ABSENCE POLICY

On the first day of absence, the employee should telephone the manager or deputy (if the manager is not working) at 7.15am or at least an hour before the beginning of your shift.

It is not acceptable to report sickness absence by written communication, such as email or text message, and please do not leave a message on the work phone. If you are aware of the absence the night before your shift, then please ring and report immediately to the manager or deputy manager on their mobiles, to allow as much notice as possible. When you ring you should indicate the underlying reason for your absence and its likely duration.

These procedures also apply where the absence is due to caring for ill dependants.

- For sickness absence of up to 7 calendar days, the employee will be given a self-certification form to complete, and also receive a return to work interview. You will be expected to call in daily before 3pm, unless instructed otherwise. This is to keep the manager informed of the reasons for your ongoing absence and the date when you expect to return to work. This may include setting targets to improve the employee's attendance
- For sickness absence of more than 7 calendar days, the employee must provide a medical certificate from their doctor and a return to work interview. Subsequent medical certificates must be produced as necessary to cover the total duration of the period of absence.
- Employees have to serve 3 'waiting days' per sick period to qualify for statutory sickness pay (SSP).

Long-Term and Persistent Absence:

The Nursery will treat any period of extensive time off due to serious or significant absence over a prolonged period as long term absence.

Where the Nursery is of the opinion that a period of absence is long term, it will inform the employee of such and:

- Require that the employee keep in regular contact with the company, at such intervals as agreed between the Nursery and the employee; and
- Ensure that the employee is kept informed as to any possible threat to their employment.

The Nursery may also treat as persistent absence, a series of unconnected short term illnesses.

It may be necessary in incidences of long term or persistent absence to treat the matter of an issue of capability or conduct. In such circumstances the Nursery will:

- Investigate the absence through 'Return to work interviews', and the obtaining of medical reports.

- Set time limits on the assessment of the employee and keep him/her informed of such.

Your employer may want to talk to you if they think time off is affecting your work.

Monitoring sickness absence:

The attendance of all employees is monitored, so that areas of concern are identified and dealt with appropriately and in a timely manner, The manager will meet with employees who have met a threshold, to discuss and identify ways to help the employee to improve their attendance levels.

As stated in employee contracts, any employee who has taken 3 separate periods of absence in a 12 month periodThe following threshold may result in an employee being required to attend an Absence Meeting.

Optician, Doctor and Dental Appointments:

These should be arranged outside of work hours except in an emergency.

This policy was adopted by Plympton St Maurice Childcare Centre on:

Date to be reviewed:

Signed on behalf of the management:

Printed:

Role of signatory:
