



Staff Lateness and Absence (including Leave of Absence) Policy

Aim

Our aim at TCC Christian Preschool is to encourage all employees to achieve high standards of conduct and we believe punctuality is a key feature. We aim to provide a fair, effective and consistent method of dealing with persistent lateness and have effective systems in place for dealing with staff absences.

Key principles for the avoidance of doubt

Employees are notified of their daily hours on their contract of employment and changes to these hours are discussed annually at their appraisal. An opportunity to request changes to working hours is given in the summer term (after April), for changes to start in September.

Employees should be in the work place and ready to start their working day by their notified start time. Unless otherwise agreed with you these are the standard session times :-

Mon Morning only	7:45am to 12 noon
Tues – Fri Morning	8:15am to 12 noon
Mon – Thurs Afternoon	12:30pm to 4:00pm
Fri Afternoon only	12:30pm to 5:00pm
Lunch club only	11:30am to 12:00pm

If you have childcare issues after school, we can negotiate a 3:30 finish (but this must be agreed in advance and your wages will be altered accordingly).

By your start time all employees should be in the main pre-school preparing for the session ahead.

Please note if you are here for a full day you are entitled to a lunch break away from the children. We feel that this is important, but you shouldn't commence your break until all of the jobs for the end of the session have been done. Generally, lunch is between 12 and 12:30

Key Expectations

1. Punctuality

In our sector it is imperative that staff to child ratios are maintained and therefore it is of utmost importance that you contact us if you believe you will be arriving late at your earliest possible convenience. This will then give us time to make other arrangements. Please text the manager in the first instance, then call if you haven't heard anything after 20 mins. If still no reply, please text the supervisor.

On arrival please let the Manager know you have arrived and sign yourself in. Your arrival time and reason for lateness will be recorded in your personnel file.

2. Unplanned Absence

We understand that sometimes things happen that are out of your control and mean that you are unable to come into work. If this is the case, please notify the manager as soon as it becomes

clear that you won't be able to work. The sooner we know the sooner we can start to arrange cover.

3. Holidays

Taking term time holidays disrupts the continuity of care for your key children and therefore we ask that you try to keep all holidays during term time to a minimum.

- Complete a holiday request slip and pass to the Manager
- Requests should be given at least 2 weeks in advance of your holiday
- The Manager will write the holiday in the diary
- No more than 2 staff members should book the same days off, therefore please check the diary before putting in a holiday request
- The manager will confirm that your holiday booking is acceptable within 1 week of receiving the request
- The manager will seek to find cover for your holiday period
- 1 week prior to your holiday please check the diary to see if cover has been found and speak to the person covering you to ensure they have remembered. If there is a problem please let the manager know asap

4. Swapping sessions

We are happy for you to swap a session from time to time, but please be aware that your key children are closely matched to the sessions you attend so swapping sessions may mean that your key children miss out on seeing you and the person you swap with. If a swap is essential then please check it with the Manager first, to ensure the correct ratio of qualified staff are maintained.

The Manager will record it in the diary so that the correct wages are paid.

Procedures of persistent lateness

If you are persistently late for work then you will be given a Formal verbal warning as detailed in policy Disciplinary procedures.

If the situation does not improve the disciplinary procedures will be escalated to a written warning and again if problems persist the procedures will escalate through to Final Written Warning and could ultimately end in Dismissal.

Leave of Absence

Guidelines

1. **Bereavement** – Leave of absence may be granted when a request is made due to the bereavement of a relative, normally to be taken at the time of bereavement. If it is a close relative (husband, wife, partner, son, daughter, mother, father, in-laws, brother or sister) five days unpaid leave is allowed. For other relatives (extended family) three days unpaid leave is allowed.
2. **Child care** - it may be necessary for an employee to deal with an immediate crisis and set up alternative care arrangements when their child's normal carer is suddenly taken ill or when normal childcare arrangements are not available due to the child's illness. An employee may be able to take unpaid leave up to a total of 5 days per term, but this is

discretionary depending on circumstances. Where an employee needs to take more than a total of 5 days leave per term, this will be discretionary depending on the circumstances. Note: Employees must not claim sick leave to look after sick children.

3. **Dependants** – Employees have a right to take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies and make any necessary longer-term arrangements. The emergency must involve a dependent of the employee. A dependant is defined as the employee's parent, wife, husband or partner, child or someone who lives as part of the family, but not the employee's tenant, lodger or boarder. It also includes someone for whom the employee is the main carer. In cases of illness, injury or where care arrangements break down, a dependant may also be someone who reasonable relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency. Leave of absence will be unpaid and discretionary depending on the circumstances.
4. **Domestic Crisis** – the preschool recognises that circumstances may make it necessary and unavoidable for an employee to be absent due to a domestic crisis (including damage or disruption to property). Leave is unpaid.
5. **Elder Care** – the preschool will treat requests from carers sympathetically to deal with unexpected emergencies to care for an elderly person who is an immediate family member such as father, mother, father-in-law, mother-in-law or other elder dependent who requires care. Up to five days unpaid leave in any one term may be taken and this is discretionary depending on circumstances.
6. **Fertility Treatment** – each request will be considered individually in the context of the particular circumstances. Note: the woman undergoing IVF treatment is regarded as pregnant for the period following implantation of the fertilised ova until the end of the protected period. Leave of absence will be unpaid.
7. **Foster Care** – Unpaid leave will be given to foster carers to attend meetings and/or training commitments for up to five days in any term.
8. **Graduation of child/partner** – one day per year unpaid leave may be taken.
9. **Illness/injury of family member** – the absence must be shown to be necessary and unavoidable for the absence to be granted. This will cover close relatives/other relatives as outlined in the bereavement section and the same criteria will apply.
10. **Maternity** – all pregnant employees will have a statutory entitlement to 26 weeks ordinary maternity leave and 26 weeks additional maternity leave regardless of length of service or hours worked. An employee must notify the preschool manager of her pregnancy, her expected week of childbirth (EWC) and the date on which she intends to start her leave before the end of the 15th week before the EWC (or if that is not reasonably practicable, or as soon as it is reasonably practicable). Maternity pay is made up of two separate elements; Statutory Maternity Pay (SMP) and Contractual Maternity Pay (CMP). The

qualifying conditions for SMP and CMP are different. This means that whilst an employee may qualify for CMP they may not qualify for SMP and vice versa. It is essential to check the employee's contract and conditions of service to clarify entitlements to statutory and contractual maternity pay. Contact must be maintained during maternity leave. Agreement must be made prior to the maternity leave how contact will be maintained. Ante-natal appointments will be honoured, however, where possible the pregnant staff member should try to swap shifts with another member of staff unless she is working full time.

11. **Medical Appointments for Dependants** – where an employee requires time off to attend routine medical appointments (i.e. doctor and dentists) with a dependant, then the employee should arrange to attend these medical appointments outside of their normal working hours. Where this is not possible or where emergency treatment is needed, time off may be granted but this is unpaid and discretionary depending on the circumstances.
12. **Blood Donors** – subject to operational requirements employee may be given reasonable time off but this is unpaid and discretionary.
13. **Bone Marrow Donors** – subject to operational requirements employees may be given time off to donate bone marrow. This may include examinations prior to the donation and hospitalisation and recuperation.
14. **Cancer Screening** – routine cancer screening (for example cervical cancer screening and breast examination) should take place outside normal working hours. Where this is not possible, or where screening is non-routine, unpaid leave of absence may be granted for the purpose of attending such appointments.
15. **Dental Appointments** – all dental appointments should, where possible, be arranged for outside the employees normal working hours. However, the preschool recognises that in emergencies it may be unavoidable for an employee to be absent during the normal working day for urgent dental treatment. Leave of absence will be unpaid and discretionary.
16. **Elective Surgery** – requests to attend medical appointments relating to elective surgery will be considered in the light of individual circumstances. Leave will be unpaid.
17. **Medical Appointments and Treatment** – wherever possible employees should arrange to attend medical appointments outside of their normal working hours. Where this is not possible or where emergency treatment is needed, time off may be granted but it will be unpaid.
18. **Sickness absence** – see separate policy for details.
19. **Jury Service** – employees are entitled under national conditions of service to receive paid leave of absence for jury service. Leave will be paid, less the loss of earning entitlement under the juror's allowance regulations applicable at the time of jury service.
20. **Criminal Injuries Compensation Board** – employees who make a claim to the criminal injuries compensation board may take unpaid time off to attend the board.
21. **General** – the preschool recognises that employees may on occasion need to take time off for a variety of reasons that do not fall within any of the other categories set out within this policy. The manager will consider the following factors:

- The circumstances surrounding the request
- Any previous requests for leave of absence
- The employee's attendance and absence record
- The number of days special leave requested
- The employee's employment history
- Staff cover arrangements and workload

22. **Moving House** – employees should make all efforts to move house outside of their normal working hours. Where this is not possible one day unpaid leave may be granted.

23. **Severe Weather Conditions** – where severe weather conditions prevail, for example snow or flooding, employees are expected to make every effort to attend work, using alternative modes of transport where possible. Where an employee, as a result of using an alternative form of transport (or where there are severe traffic/weather conditions using their normal mode of transport) arrives at work late and/or has to leave work early they will be credited with a standard working.

Signed Manager

Date