



## Staff Sickness Policy

TCC Christian Pre-School recognises that employees may be absent from the setting 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 circumstances is defined (for the purpose of this document) as the non-attendance of workers when they agree to work.

Abuse of sickness absence, including failing to report absence or falsely claiming sick pay will be treated as misconduct under our Disciplinary Procedure.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

### Procedures

Any sickness/absence should be reported to the Manager by 7.30am, by telephoning 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 their absence has been received by the Manager, so a phone call is required; a text is not acceptable as this method does not allow the Manager to ask questions about the nature of the sickness. Occasionally a message may need to be left in which case the Manager will return the call as soon as possible. When advising the Manager of their inability to attend for reasons of ill health, employees must:

- provide specific information regarding the reasons for their absence, stating whether they intend to visit a doctor or having done so provide an expected date of return if known or continue to call each day (by 1pm) in order to update the manager of any changes and their likely return to work date.
- A record is created whenever an employee phones in to report that she/he is unable to come to work due to sickness. This includes recording when the call was made, the stated reason for the absence and how long the employee expects to be absent.
- Employees who do not make reasonable effort to contact their manager without good reason will be regarded as being on unauthorised absence and will be dealt with via disciplinary procedures.
- The manager should ensure that there is a clear agreement made at the end of each contact about who will make the next call and when that will be e.g. the expiry of a Statement of Fitness for Work or appointment with a GP, consultant or specialist.
- For longer periods of absence it is the manager's responsibility to ensure contact is maintained during sickness absence, however employees also have a responsibility to maintain contact with their manager. The individual off sick should expect to be contacted at regular intervals by their manager so progress on recovery can be discussed. Where there is an unexpected change in their condition the individual off sick should contact their manager to update them on the change and discuss any implications.
- Employees must advise their manager if they intend to be away from their normal home address during sickness absence and provide alternative contact details.
- Where an employee remains absent for a continuous period of more than four weeks an attendance review will be triggered.
- The Manager is required to make every effort to ensure cover for the Pre-school.
- The Manager should report their own sickness/absence to the supervisor by 7. 30 am.
- Supervisor and Manager are required to make every effort to ensure cover for the Pre-school.

- Any sickness absence of 4 or more (to claim SSP) but less than seven days requires an employee to complete a 'Self Certificate' available from any Doctor's Surgery or can be filled in online at: <https://www.gov.uk/government/publications/statutory-sick-pay-employees-statement-of-sickness-sc2>.
- Sickness absence which exceeds seven days requires an employee to obtain a 'Fit Note' from their GP.
- A 'Return to Work Discussion' with Manager or committee representative if the Manager is sick or away, will take place after each period of sickness/absence. This is to establish the reason for and cause of the absence, to consider whether there is anything the manager or organisation can do to help and to confirm that the employee is fit to return to work within their normal role.
- An attendance review will be triggered by three periods of absence in a six month period; or after any long term absence.
- Absences of up to 4 weeks will be considered as 'short term' absence.
- Absences of 4 weeks or more will be considered as 'long term' absence.
- If an explanation for absence is not forthcoming or considered to be unsatisfactory, disciplinary procedures will apply.
- In cases of short-term, intermittent absence, we may set a target for improved attendance within a certain timescale.
- All records relating to staff absence/sickness will be stored confidentially and securely in the employee's personnel file.

Key children, in the event of a staff member being absent due to sickness for more than 14 consecutive calendar days, a temporary key worker will be assigned to children in their key group and this will be communicated to the parents.

Signed ..... Manager

Date .....