

Weddington Primary Out of Hours Club

Staff Sickness Policy

Staff Sickness and Absence Policy Statement

Weddington Primary Out of Hours Club recognises that employees may be absent from the organisation 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 policy) as non-attendance of workers when they are contracted to attend.

Procedures: Any sickness/absence should be reported to the Manager by 7.00am via their personal mobile (all staff should make a note of this) giving a clear indication of the nature of the 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 left message or text is not acceptable and could result in disciplinary action being taken.**

If you become ill during the day and you are due to work in the afternoon you MUST contact the Manager/Deputy via telephone and speak to them. If you cannot contact the relevant staff member, please ring the Out of Hours mobile and ask for the Deputy/Manager to ring you back. A text is not acceptable.

The Manager is required to make every effort to ensure cover for the setting. The employee MUST notify the Manager/Deputy when they will return to work. This is to ensure that the correct child/adult ratio is adhered to.

If long-term sickness /absence prevents an employee returning to work or is a recurrent, or if frequent illness or absence exceeds recommended short-term illness/absence within an agreed timeframe, a more formal process will be triggered (agreed absence and timeframes can be agreed and extended on the advice of an employee's GP).

A fitness to work notification can be obtained from a GP or hospital.

Upon return to work, there will be an interview conducted with the Manager, as soon as possible, to discuss absence triggers and any actions that may follow.

I.....(name) agree to the terms and conditions of the above policy. I understand that if I do not adhere to these conditions, disciplinary action may be taken.

Date