



Early Learning and Childcare Centre

## **STAFF ABSENCE POLICY**

### **Attendance at Work**

Ferryfield values good attendance at work and although we aim to secure regular attendance, we do not expect employees to attend when they are unwell.

### **Notification of Absence**

- If you are absent from work due to illness or injury, you or some other person acting on your behalf should report your absence, by telephoning Ferryfield either on the landline or Ferryfield's mobile phone and speaking to the manager or leaving a message on the answerphone, by 8am on the first day of absence. If you cannot contact Manager, you should inform the Chairperson.
- If you fail to report your absence, you will be contacted by telephone initially and if this is unsuccessful, by letter. During your absence, you must maintain regular contact with the manager.

### **Absence**

- If your absence continues to a fourth day, you or someone acting on your behalf should notify the manager of the continuing absence and whether the continuing absence is likely to continue beyond the seventh day. Where the absence is for up to seven days you will, on return to work, complete a self-certified sickness form. Where the absence extends beyond seven days (including non-working days), you shall submit a Statement of Fitness to Work (Fit Note) provided by your GP, to cover the period of absence beyond the seven days as well as a self-certified sickness form to cover the first seven days. You must also keep the manager informed of your condition on a weekly basis.
- The Committee may ask your permission to request a Doctor's letter to confirm your condition, to enable them to support you appropriately.
- Where you fail to comply with the requirements for notification and certification in respect of any day of sickness and the reasons that you give are not acceptable, it will be considered as a disciplinary matter and may disqualify you from any sick pay entitlement. It may also affect any claim you may have in the future.

### **Sickness Payments**

- Employees are not entitled to any company paid sickness leave per year.
- However should your absence run beyond 4 days, employees may be entitled to Statutory Sick Pay. Please refer to the following link for further information: <https://www.gov.uk/statutory-sick-pay>

## Time off for other reasons

- Reasonable requests for time off will generally be granted, it is requested that as much notice as possible is given, but we do understand that there may be occasions when this is not possible.
- Constant or regular requests for time off will be looked into and could lead to disciplinary procedures.
- Reasonable requests would include time off to attend weddings, funerals, school meetings, special family occasions etc.

## Payment for time off

- All non-sickness related time off is unpaid.
- It may be possible for some overtime hours to be banked in order to prevent loss of wages when time off is needed.
- If a member of staff wishes to bank hours, they must agree this with the manager prior to the overtime being worked.
- All time off will be deducted on the next pay day following absence.

## Time off for dependants (Husband, Wife or partner, child or parent)

- This is a right allowing you to take a reasonable amount of time off work to deal with certain unexpected or sudden emergencies and to make any necessary longer term arrangements.
- You can take (unpaid) time off:
  - If a dependant falls ill, or has been injured or assaulted
  - To make longer term care arrangements for a dependant who is ill or injured
  - To deal with the death of a dependant
  - To deal with unexpected disruption or breakdown of care arrangements for a dependant
  - To deal with an unexpected incident involving your child during school hours

## Maternity Leave

- Ferryfield is unable to offer a company Maternity Scheme. However, you may be entitled to Statutory Maternity Pay or Maternity Allowance. Please refer to the following link for further details; <https://www.gov.uk/maternity-allowance>

Adopted by the Committee .....

Date .....

August 2016