



Early Learning and Childcare Centre

## **STAFF ABSENCE POLICY**

The Care Inspectorate's Health and Social Care Standards inform the standard of practice expected of Ferryfield's staff, when following this policy they are adhering to:

### **Standard 3: I have confidence in the people who support and care for me.**

#### Compassion

3.7 – I experience a warm atmosphere because people have good working relationships.

#### Responsive care and support

3.14 – I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes.

3.19 – My care and support is consistent and stable because people work well together.

### **Standard 4: I have confidence in the organisation providing my care and support**

#### Wellbeing

4.23 – I use a service and organisation that are well led and managed.

4.27 – I experience high quality care and support because people have the necessary information and resources.

### **Attendance at Work**

Ferryfield values good attendance at work and whilst 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 a member of the management committee.
- If you fail to report your absence, you will be contacted by telephone initially and if this is unsuccessful, by letter. Failure to report your absence will be managed under the discipline and dismissal policy.
- During your absence, you must maintain regular contact with the manager.

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Scottish Charity Number SCO02153

Staff Absence Policy

## 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 management 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.

## 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 (for example appointments with the dentist, doctors, opticians, etc.) 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 paid.

## 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 paid 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
  - In addition to this you may take time off to support a dependent with routine appointments, for example doctors, dentists, opticians etc. where you deem your presence is required by your dependent.

## 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>

## Statutory Pay and Time off

- Ferryfield will ensure that all staff who are entitled will have access to all statutory pay and time off, details of can be found at <https://www.gov.uk/government/collections/statutory-pay>

Adopted by the Committee .....

Date .....

March 2021