



## **Staff Sickness, Absence and Holiday Policy**

Date: May 2023

Review Date: May 2024

Pippins Preschool 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. Please read this policy in conjunction with the Disciplinary and Grievance Policy, Staff Recruitment and Retention Policy and the Equal Opportunities Policy.

**Absence:** Whether due to illness or any other circumstance is defined (for the purpose of this document) as non-attendance of workers when they are contracted to attend.

### **Procedure**

- Any sickness/absence should be reported to the manager the evening before is possible or by 7:30 am of that morning by telephoning Pippins mobile or the managers personal mobile giving a clear indication of the nature of the illness/absence and a likely return date;
- Any sickness absence of less than seven days requires an employee to complete a 'self-certificate' downloadable from gov.uk <https://www.gov.uk/government/publications/statutory-sick-pay-employees-statement-of-sickness-sc2>
- Sickness/absence when exceeds seven days requires an employee to obtain a 'fit note' from their GP;
- A return to work discussion with the manager will take place after each period of sickness/absence. This is to establish the reason for the cause of absence, or consider whether there is anything the manager can do to help and to confirm that the employee is fit to return to work;
- A formal review will be triggered by frequent short-term absence e.g. three periods of absence in a six month period, or after any long term absence;
- Absences of one to three days will be considered as 'short term' absence;
- Absences of four or more days will be considered as 'long term' absence;
- If an explanation for absence is not forthcoming or considered to be unsatisfactory, disciplinary procedures will apply;
- All records relating to staff absences/sickness will be stored confidentially and securely.

### **Sick Pay**

- Normal statutory sick pay applies. Please refer to your individual contract of employment.

### **Maternity**

- Absence relating to pregnancy will be recorded separately from sickness records. Employees are entitled to 'reasonable' time off with pay, to attend antenatal clinics. Statutory Maternity Pay will apply as appropriate. Staff should endeavour to make all routine appointments outside of work time where possible.

### **Disability**

- Absence relating to disability will be recorded separately from sickness records. We work within the framework of the 'Equality Act 2010' to ensure an inclusive and anti-discriminatory approach.

### **Time off for dependants**

- In emergencies where normal childcare arrangements break down or where an employee is primarily or solely responsible for a child, dependent relative or partner who becomes ill or incapable, then an employee can request up to two days leave to organise appropriate care. This leave will be unpaid and the request should be made as soon as a problem is identified.

### **Time off for medical appointments**

- Where possible, appointments for Doctors, Dentists, Opticians and Hospital etc. should be made outside of normal work hours;
- If this is not possible, staff should try to book their appointments at the start or end of their shift;
- Please speak with the manager if you require time off for an appointment.

### **Annual leave/holiday entitlement**

- Please refer to your individual contract of employment;
- Staff will receive their holiday pay entitlement as a lump sum payment at the end of August;
- Staff can request unpaid leave with their manager. This is solely at the managers discretion;
- If unpaid holiday leave is requested and approved, it is up the individual to source their own cover by asking staff who do not work on their day to either cover them, or swap with them. We will not call in agency staff to cover staff who wish to take unpaid holiday.

For further guidance on all matters relating to sickness and absence, including your rights as an employee and the relative legislations please refer to guidance found at [www.acas.org.uk](http://www.acas.org.uk) and/or [www.gov.uk](http://www.gov.uk). These sites were also used as a point of reference/guidance in the process of creating this policy.