

## **Sickness, Absence & Cover**

It is greatly understood that all employees will become sick or need time off work for personal reasons from time to time. Our employees' health and well-being is importance to us and we will support employees who have genuine grounds for absence.

- If you are absent from work for any reason, you, or someone on your behalf, must inform your Line manager by no later than 8.00am on the first day of absence, explaining the reason for your absence and how long you expect it to last. On your return to work you must complete, sign and return a self-certification form within two days of your return. If your absence from work is due to sickness or injury and continues for more than seven consecutive days, you should provide your Line Manager with a Statement of Fitness for Work ('fit note') from your GP or other treating doctor as soon as possible after the seventh day of absence and weekly after that. You must keep your Line Manager informed on a regular basis of your progress and the date of your expected return to work.
- If you are suffering from an infectious or contagious disease or illness, or have a bowel disorder, boils, blisters, skin or mouth infection, you must not report for work without clearance from your medical practitioner. Contact with any person suffering from an infectious or contagious disease must be reported to your Line Manager before commencing work. Failure to adhere to this clause will constitute gross misconduct.
- There is no pay for any absence due to illness or injury, other than statutory sick pay if you are eligible. Payment is made to eligible employees for periods of absence of four days or more. There is a maximum period of 28 weeks' payment in one period of incapacity for work.
- We may, at any time(s) during your employment, require you to undergo a medical examination by your medical practitioner(s) or a medical practitioner we nominate. We will usually also ask you to authorise the medical practitioner, as required by law and/or professional guidance, to disclose the results of any such examination and/or any medical report to us, including your prognosis, your likely recovery time and/or fitness to return to work and any recommended treatment, and to discuss these matters with us. We will pay the reasonable expenses associated with taking these steps. We reserve the right to postpone your return to work after a period of absence until we have received confirmation from a medical practitioner whom we consider appropriate that you are fit to do so. If you do not undergo a medical examination when required to do so and/or agree to authorise disclosure of the above matters to us, it is likely that we will need to assess the position in light of the other evidence available to us (if any). This may have adverse consequences for your continuing employment.

The nurseries disciplinary procedure will begin if an explanation for absence is not forthcoming or is not thought to be satisfactory. Also if persistent short periods of absence occur and patterns begin to show within staff absence disciplinary procedures will also begin.

Unauthorised absence is when staff fails to inform the School of absence from duty. Unless there are exceptional circumstances disciplinary procedures will commence immediately.

### **In the event of staff sickness**

The Manager / Deputy or next in charge must ensure that nursery ratios are maintained. Wherever possible holidays and absences must be planned and holidays approved by the Manager / Deputy in advance to limit staff shortage. The following procedure is put into practise:

The Manager / deputy must be informed immediately by the absentee staff.

The Manager / deputy then contacts another member of staff to fit hours of absentee.

In the event of the cook being absent the Manager is to appoint a trained member of staff to cover kitchen duties.

In extreme cases of not being able to cover staff to child ratios, parents may need to be contacted to take children home.

**This policy was revised & updated on the 15th August 2022  
Eversley Nursery School**