Staff Absence Procedure

Managing sickness

TVPS believes it is in the interests of staff and children who attend the Pre-School that sick leave should be taken when a member of staff is unfit to carry out their duties.

Staff must not carry out any other paid employment whilst absent from TVPS due to sickness.

The Manager is responsible for ensuring that previously absent staff have had a return to work discussion on their first day back at work, or as soon as possible thereafter, to ensure that the staff member is well enough to resume work. This will also be an opportunity to determine whether any reasonable adjustment is required to support the member of staff returning to work. Staff are encouraged to use this opportunity to raise any concerns with their Manager in a confidential setting. The Manager will ensure that a self-certification document is completed and/or medical certificates are supplied as appropriate.

The Manager has a specific responsibility to address any problems arising from work overload, job content or poor working relationships within the Pre-School setting or other health and safety issues, with the intention of reducing absence from work. Staff have a responsibility to raise these matters before it affects their health and well-being. If staff members feel they are unable to raise these matters with their Manager, then the Chair of TVPS's Committee should be contacted.

Sickness reporting and managing

All staff have a responsibility to attend work regularly, on time and in a fit state to carry out their duties. If you are unable to attend for work, you must telephone and report your sickness absence directly to the person in charge of your work area (in most cases this is the Pre-School Manager). Unless there are exceptional circumstances this must be no later than the time you are due to start work on your first day of absence. It is your responsibility to ensure that your absence is reported to the right person. If you cannot get through, answerphone messages can be left but you should call again later and speak to the appropriate person. **Text messages and sending emails are NOT acceptable as this may lead to a delay in getting your shift covered**.

If you feel well enough to do so, phoning around other staff to find a replacement for your shift will be helpful. You should inform the Manager when reporting your sickness, who you have found to cover your shift. If seeking cover, all staff members should try and make sure that the staff member is like for like to ensure staffing ratios are maintained at a sufficient level, for example, qualified members of staff should try and cover their shift with another qualified member of staff. If neither the staff member nor the Manager can find cover for the staff member's absence, then the committee members will be contacted to try and arrange suitable cover.

The Manager has a responsibility to maintain attendance records and report them to the Chair of the Committee to ensure they are monitored on a regular basis. It is important that the Manager ensures that staff submit self-certification forms and doctor's certificates in a timely manner.

A log will be kept of staff absences to ensure appropriate support is in place for the staff and to review staff sickness as a whole.

Staff who are absent for more than seven consecutive days (including days which are not normally worked) must obtain a medical certificate from their doctor which should be sent to their Manager as soon as possible.

Whilst off sick, staff have a responsibility to help their own recovery and should not undertake any activity whilst absent from work through sickness which could hinder their recovery and subsequent return to work, for example taking part in any activities which may aggravate their illness.

In the event of sickness or diarrhoea, staff should not attend Pre-School for at least 48 hours since the last occurrence.

Home working

If staff are required to work from home (ie completion of administrative tasks) and sickness occurs during their planned working hours, they should notify the Pre School Manager as above. If work can be transferred to an alternative time and still be completed within the desired timescale without adversely impacting on the member of staff or the Pre-School, then this is encouraged. For occasions where the missed work due to sickness will impact on the running of the Pre-School, suitable cover should be arranged.

Criteria for instigating a review of sickness absence

The Manager will review attendance with any member of staff whose absence rate can be categorised as either a single episode of 2 continuous weeks or more or 3 incidents of absence (of any length) in a rolling 12 month period.

Sick pay

Staff will receive full pay for the first 3 days of their sick leave, after which statutory sick pay will commence. This will remain the case for up to 3 incidents of absence in a rolling 12 month period. Staff will not receive sick pay for any further periods of absence within the same 12 month period until the statutory sick pay commences on the 4th day of their absence.

Where a staff member has to isolate due to covid-19 or similar the staff member will be paid for this time off. If the staff member is self-isolating for 4 days or more they will be eligible for SSP and if for a shorter period the pre-school will cover the cost. This will not come out of sick pay allowance. If the preschool has to close because of a case of COVID that means everyone has to self-isolate, staff will also be paid sick pay. This will not come off their sick pay allowance. If pre-school closure is recurrent or government guidelines change the committee may review this.

Managing special leave

As the Pre-School is a term-time only setting, our staff are expected to take their holiday breaks when the setting is closed. When staff may need to take time off for any other reason other than illness or training, this should be agreed with the Manager with sufficient notice.

The Pre-School Manager will ensure that all staff have equal and open access to special leave. It is acknowledged that certain types of leave cannot be planned for. Where urgent requests for leave are made, the preschool Manager/Chair is expected to deal with these flexibly and sympathetically.

Absences that are planned should be discussed with the Pre-School Manager at the earliest opportunity. All requests for special leave, the decisions made and the actual leave taken should be recorded by the Manager and retained on the member of staff's personal file.

Wherever possible the Manager will facilitate the absence from duty of the member of staff where the absence is unforeseen or urgent.

If a member of staff is unable to attend work or has to leave the workplace due to an unforeseen and or urgent event they must contact the Pre-School Manager as soon as possible. This must be before they leave work to ensure suitable cover is in place.

All staff are expected to comply with the latest government guidance set out relating to any public health matters, such as a pandemic, where rules have been set to protect staff and children who attend the Pre-School and the wider community. Staff who have booked a holiday prior to the start of a pandemic (and the holiday goes ahead) will not be required to take unpaid leave if they are expected to isolate on their return. Staff who choose to book a holiday during a pandemic, knowing that isolating on their return could be enforced, will be expected to take unpaid leave whilst absent.

Types of special leave

Medical appointments

Wherever possible medical (hospital and GP) and dental appointments should be made outside working hours. If this is not possible, they should be made at a time least disruptive to the working day, for example first thing in the morning or late in the afternoon. Staff should make every effort to return to work as soon as their appointment is finished.

Staff must give as much notice as possible of medical appointments or treatments. The Pre-School Manager may request to see appointment letters to verify attendance.

Bereavement Leave

Staff members may be allowed up to one weeks (pro-rated) paid leave in the event of the death of a close relative. A close relative is defined as a wife, husband, father, mother, partner, son, daughter, brother, sister, grandparent, or grandchild. This list is not exhaustive and

consideration will be given to the circumstances of the request. Staff may be allowed a further period of leave as unpaid depending on the individual circumstances.

Carers leave

Staff who are carers are encouraged to inform the Pre-School Manager so that TVPS can provide information and support to help them balance being a carer and continuing to work for TVPS.

Staff members may be allowed paid leave, which will not exceed one contracted working week (pro-rated) in any 12-month period to care for a child or dependant who is taken ill. A dependant is defined as someone for whom the staff member has primary caring responsibilities.

The amount of time off which is deemed reasonable by TVPS will vary depending on the differing circumstances of an emergency or the extent of the illness. However, TVPS anticipates that for most cases, one or two days should be sufficient. Carers' leave is intended to cover genuine emergencies only.

Staff members are responsible for ensuring that adequate carer arrangements are made for their dependants to enable them to fulfil their obligations as employees and to work their contracted hours. However, where there is an unexpected breakdown in carer arrangements staff members may be allowed 1 days paid leave to make alternative arrangements. More than one application in any six- month period will be discussed with the individual by the Manager. This does not include events such as school inset days as these are published well in advance.

Maternity/Paternity/Parental Leave

Health and safety is a responsibility shared by the staff member and the Pre-School Manager. The staff member is therefore encouraged to notify the Manager as soon as possible if they are pregnant. A risk assessment of the staff member's working conditions should then be completed to ensure continued health and safety during the staff member's pregnancy.

All pregnant staff have the right to paid time off for antenatal care. If a staff member's partner /civil partner/spouse are pregnant, the staff member will be entitled to paid leave to attend two antenatal appointments.

All pregnant staff are entitled to take up to a total of 52 weeks maternity leave and return to work afterwards. You must take 2 weeks compulsory maternity leave after your baby is born before you can return to work.

You can choose when to start your maternity leave, on any date from the beginning of the 11th week before your expected week of childbirth. The latest date you can start maternity leave is your expected week of childbirth. You can choose to end your maternity leave to access shared parental leave.

You must notify the Pre-School Manager in writing of your pregnancy before the end of the 15th week before your expected week of childbirth.

You must submit your original MATB1 certificate from your midwife or GP giving the expected date of childbirth to the Pre-School Manager.

Statutory maternity entitlement will apply as appropriate. TVPS staff who are the partner/civil partner/spouse of someone pregnant are entitled take shared parental leave. Statutory entitlements will apply as appropriate.

Jury service, court appearances, other public duties

TVPS will permit time off to be taken for public duties as set out in the employment rights act 1996. Payment for time off for the work for public duties will be made at the discretion of the Pre-School committee.

This procedure has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date

This procedure will be reviewed: Autumn 2022

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: