

Staff absence policy

Sickness

As stated in contracts staff must make the manager, aware of any sickness at the earliest point in time, by calling 07709 841909, with a brief message as to why they are unable to work and when they expect to return, with a text the night before the staffs next shift and a phone call in the morning so that suitable cover can be found to replace them.

If a member of staff is absent through sickness and diarrhoea they must not return to work within 48 hours of their last episode. Sick pay will not be paid.

All staff when they return to work will have a meeting with the manager to ensure they are fit and well to be back and to be briefed of anything which has happened within the nursery since their absence.

All absences and return to work meetings will be recorded by the manager.

Holiday

As stated in contracts staff are paid 4 weeks holiday pay throughout the year.

Staff wishing to have time off throughout the term time are required to complete an absence form stating the time required off and return dates. This needs to be given to the manager with as much notice as possible. The manager will decide to authorise the leave dependant on staffing and childrens numbers for the dates needed. Any time off will be taken unpaid. If staff decide to take unauthorised leave when the manager has declined their dates they will be at risk of investigation.

Manager / owner sign.....

February 2017

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