



# Wattisham Airfield

## Childcare Centre

### Staff illness

Staff absence due to sickness is inevitable from time to time. However, the smooth running of the setting relies on there being sufficient number of suitably qualified staff on the premises to care for the children.

It is essential that the procedures to notify sickness absence are strictly adhered to by all members of staff. Failure to comply with these procedures will result in disciplinary action.

If absent for more than 3 days, on returning to work, members of staff will be required to complete a staff absence return to work form, stating the reason for absence. For absences lasting more than seven calendar days a doctor's medical certificate must be forwarded to the manager, explaining the reason for absence.

All staff absences will be recorded and records reviewed periodically. Any anomalies or patterns of absence that gives cause for concern will be discussed with the individual member of staff. In cases of repeated or prolonged absence the management will request permission to seek further information from the individuals GP. If repeated absences continue the management will hold a formal meeting to assess the staff members capability for the post they hold, this may result in their employment being terminated.

All staff in the setting may be affected by the sickness absence of a colleague. Management, part-time staff and staff on leave may be called at short notice to cover for absences.

High standards of hygiene will be rigorously implemented at all times in the setting in order to minimise the risk of transmission of infection. Staff will be expected to comply with the hygiene practices of the setting in all instances.

## **Procedures**

Procedure for reporting absences.

If you are unwell and unable to attend work, you as an employee or your representative if you cannot speak or too ill to call must ensure the manager is informed at least 30 minutes before your shift starts. You should tell them you are ill, if possible what kind of illness and how long you think you may be away from work and make a note of who you have spoken to.

When you are absent, you are required to call the manager by 3pm on the same day to inform if you will be at work the next day. If your period of absence is longer than one day you must do this each day unless stated by a cover doctors note with a set period of absence given.

If you realise you are going to be off longer than you originally expected, you must contact the manager with an update as soon as possible.

Make sure that you allow good time to get an appointment to see your doctor. Unless your certificate specifically refers you back to the first day of absence, any period between the absences and date of the certificate must be covered with an absence form, otherwise this will count as unauthorised absence. You must bring or send your certificate by recorded post to the manager as soon as possible.

Short term absence – if your absence is for seven days or less you may agree with the manager that you will report details of the absence on your return.

Doctors / Hospital appointments – To keep an appointment with hospital, doctors, dentist etc advance notice must be given along with a copy of your appointment letter. Any part-day absences of a day or more may be recorded as half-day absence covered by self-certificate,

Long term absence – You may forward your medical certificate to the manager, who will record its receipt for retention; the certificate will be retained on your personal file. Should you not return to work, your sick absence will be closed as part of your service. In a case where there is regular absences such as one or two days a month, over a period of six months then the management will identify these absences and discuss with you in a meeting. Should your absence continue to increase after this period then the management will have no alternative but to issue you with a written warning. If these absences continue management may terminate your contract.

**Legal framework:**

- Disability Discrimination Act 1998
- Employment Act 2002
- Employment Equality Regulations 2003, 2006
- Health & Safety at Work Act 1974

This policy was adopted at a meeting \_\_\_\_\_ name \_\_\_\_\_ of  
of \_\_\_\_\_ setting  
Held on \_\_\_\_\_ (date)  
Date to be reviewed \_\_\_\_\_ (date)  
Signed on behalf of the management \_\_\_\_\_  
committee  
Name of signatory \_\_\_\_\_  
Role of signatory (e.g. chair/owner) \_\_\_\_\_

**Review dates:**

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_