

## Staff Qualifications, Training, Support and Skills

### Staff Absences & Holidays



#### Holidays:

Due to the nature of our business and in that we only work term time, it is not always viable to take holidays during term time. However, we will allow a maximum 2 days unpaid term time holiday per academic year (Sep-Aug). This is providing:

1. Cover must be sought from Staff or Bank Staff via the Supervisor or Deputy Supervisor.
2. Cover must be sought at least two weeks in advance
3. If no cover can be found then leave will be denied
4. All days/sessions to be taken will be recorded on a form to be signed of by the supervisor or Chair before leave is taken
5. No more than 2 staff requests at one time on a first come first served basis

#### Absences:

Staff absences are inevitable, however due to ours being such a small team and ratios being considered, we only advice absences if generally required. Time out of the session can be covered for appointments if necessary.

After 7 working days of absence we will require you to bring in a doctor's certification.

You must call Claudine or Zena at least 1 hour before your shift is due to start in order for over to be arranged. If you are unable to come to work the next day please give plenty of notice.

If you have an on-going health problem you must tell Claudine or Zena once you are aware of this, if you have not already advised before employment commenced.

#### Related Policies

- Sickness Absence Management Policy

#### Authorisation & Review

This policy was adopted at a meeting of

Wroughton Preschool

Held on

21<sup>st</sup> March 2018

Date to be reviewed

October 2018

Signed on behalf of the management  
committee

Name of signatory

Alexandra Powell

Role of signatory (e.g. chair/owner)

Chairperson