

Staff Qualifications, Training Support and Skills

Sickness Absence Management Policy



Purpose

Wroughton Preschool is committed to the health and well-being of all our employees. The purpose of this policy is to ensure the fair and consistent treatment, and support for employees who are genuinely sick and unable to come to work to perform their duties. Sickness absence of employees has a direct impact on our ability to perform and deliver the services of an effective Preschool, so this policy will also endeavour to outline the actions to be taken when sickness absence occurs, whether that be short term absence, long term absence, or repeated absences over a period of time. Absence of employees will be regularly reviewed and monitored. Where excessive absence is noted, the situation will be dealt with in accordance with the processes outlined in this policy.

Scope

This policy applies to all employees at Wroughton Preschool (regardless of length of service) experiencing personal absence from work due to sickness or incapacity.

Definitions

For the purpose of this policy the 12 month calendar year runs from September through to August.

Process

Sickness Absence Reporting

You must notify us by telephone on the first day of sickness absence. Contact should be made to the Preschool Supervisor at the earliest opportunity (ideally the day before, if not then from 7am), and no later than an hour of your normal starting time. Notification should be made personally (or if you are unable to do so, then by a relative or next of kin). You should try to give some indication of your expected return date and notify the Supervisor as soon as possible if this changes.

If your sickness absence extends to more than seven days you are required to notify the Supervisor of your continued incapacity once per week thereafter, unless otherwise agreed with the Supervisor.

Sickness Absence Recording

A Self-certification Form must be completed on your return to work and provided to the Supervisor, please refer to **Appendix A**. For any period of sickness absence which lasts for more than 7 consecutive days (despite if you are not scheduled to work for all of these 7

days) a Fit for Work note from your GP must be obtained and provided to your Supervisor. Further notes must be obtained if the absence continues for longer than the period of the original note, and must run consecutively.

The Supervisor will record all absences on your Absence Management Monitoring Sheet, please refer to **Appendix B**.

Return to Work Interview

Following every occurrence of sickness absence the employee will be required to attend a Return to Work Interview with the Supervisor, please refer to **Appendix C**. Where practical this will take place during the first day of your return to work, however situations may arise where this is not possible. In which case, it will be conducted as early as possible.

The purpose of the Return to Work interview is to discuss the reasons for absence, any ongoing support/rehabilitation required, and review the sickness absence history of the employee with them directly. If any reasonable adjustments to work duties are required as part of your rehabilitation they will be discussed and agreed at this point (or prior to your return to work where practicable).

Sick Pay

Employee's will receive full pay for the first 7 days of absence. This is above the statutory requirement for employers and demonstrates our continued commitment to our employees. Entitlement to full pay is conditional on your adherence to all elements of this policy. Where the policy is not adhered to, statutory sick pay entitlement will apply. Full details of Statutory Sick Pay (SSP) guidelines & entitlements can be found via the government website.

The full pay entitlement is per calendar year (e.g. once you have received 7 days full sickness pay within the calendar year then any further absences during the period will attract SSP entitlement). If you have commenced employment part way through the calendar year then your entitlement will be calculated pro-rata.

Repeated Short Term Absence

Short-term sickness absences from work are defined as those lasting up to seven consecutive days. If an employee is frequently and persistently absent from work, this can place an additional burden of work on the employee's colleagues. Sickness is just one of a number of reasons for absence and although it is understandable that if you are sick you may need time off, continual or repeated absence through sickness may not be acceptable to Wroughton Pre-School. We will therefore monitor staff absence on a regular basis and investigate further when deemed necessary. Where excessive absence is noted (for the purposes of short term absence this is defined as 3 absences or more within a calendar year), the situation will be discussed with you directly.

Submission of a self-certification form, although giving us the reasons for your absence, may not always be regarded by Wroughton Pre-School as sufficient justification for accepting

your absence, particularly if the absences are recurring. In deciding whether your absence is acceptable or not we will take into account the reasons and extent of your absences, including any absence caused by sickness. We cannot operate with an excessive level of absence as all absence, for whatever reason, reduces our efficiency.

Where necessary, attendance improvement targets will be put in place, along with regular review periods in order that we can attempt to work with you to improve your levels of attendance. If we consider it necessary, we may ask your permission to contact your doctor. Consent will always be sought before approaching your Doctor.

If there is no sustained improvement in your attendance then disciplinary action may be considered. You will be notified of this in writing.

We will take a serious view if you take sickness absence which is not genuine, which may result in disciplinary action being taken.

Long Term Absence

Long Term Sickness is an absence that lasts for more than 28 consecutive days. In such cases one of the options that may be considered by the Company is termination of employment as it does not run a contractual sick pay arrangement. Termination of employment would not be considered without gaining further medical evidence from your GP and your co-operation in this would be expected in order for us to consider and deal with your prolonged absence appropriately.

We recognise that there are certain situations where prolonged periods of absence may be needed, we will therefore review this on a 'case by case' basis.

Authorisation & Review

This policy was adopted at a meeting of Wroughton Preschool

Held on _____

Date to be reviewed Yearly at AGM

Signed on behalf of the management committee _____

Name of signatory _____

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