

2.5 Staff sickness policy.

Hopscotch Pre-School recognises that employees may be absent from the organisation for a variety of reasons. To ensure that all staff are treated in a consistent and equitable manner, this document provides the framework for dealing with such circumstances.

Absence: whether due to illness or any other circumstances is defined (for the purpose of this document) as the non-attendance of workers when they are contracted to attend.

EYFS Key Themes and Commitments

A Unique Child

Positive Relationships

Enabling Environments

Learning and Development

Characteristics of Effective Learning

Playing and Exploring

Engagement

Active Learning

Motivation

Creating and Thinking Critically –

Procedures •

Any sickness/absence should be reported to the Manager by 7.00am, by telephoning her mobile (all staff should take a note of this) giving a clear indication of the nature of the illness/absence and a likely return date.

(It is the responsibility of the staff member to ensure their absence has been received by the Manager- so a left message or text is not acceptable). •

The Manager is required to make every effort to ensure cover for the Pre-School. If the Manager is too ill to arrange their own cover, the Deputy will arrange cover instead.

Any sickness absence of less than seven days including non working days(short term sickness/absence) requires an employee to complete a 'Self-Certificate' available from any Doctor's Surgery or downloadable from www.direct.gov.uk. 'Self-Certificates' are enforced at the Manager's discretion and is dependent on an employee's previous record of short term sickness/absence).

Sickness absence which exceeds seven days (long term sickness/absence) requires an employee to obtain a 'Fit Note' from their GP and attend a 'Return to Work Meeting' with the Manager (The Manager's Return to Work Meeting').

A back to work meeting will take place after each period of long term sickness/absence and before the employee can return to work.

The back to work meeting will be held within an agreed timeframe once the employee indicates their request to return to work. The Manager must offer a return to work meeting to the employee within two working days of their request to return to work.

The fit note and back to work meeting is to establish the reason for and cause of the absence, to consider whether there is anything the Manager or organisation can do to help (make reasonable adjustments) and to confirm that the employee is fit to return to work.

If the employee is deemed unfit for work then they must return to their GP and the cycle of absence, fit note and back to work meeting will be repeated until the employee is able to return to work or a formal process will be triggered and if appropriate their employment may be terminated.

This formal process will also be triggered if an employee's explanation for absence is not forthcoming, considered to be unsatisfactory or if absence is not reported following the procedure

If long term sickness /absence prevents an employee returning to work or is recurrent or if frequent illness or absence exceeds recommended short term illness/absence within an agreed timeframe a more formal process will be triggered (agreed absence and timeframes can be agreed and extended on the advice of an employee's GP). - A fit note can be obtained from a GP or hospital (the employee may be charged for the fit note if requested or completed before the 7th day of absence).

At Hopscotch Pre-School we adhere to Government recommendations – - If an employee is sick twice for 4-7days in a relatively short period (within a 3 month period) or sick for 4 or more short periods in a 12 month period, a formal process will be triggered.

The Manager can contact HMRC to arrange for an employee to be medically examined (this can be actioned once the employee returns to work). The HMRC report will give an opinion of the employee's fitness to work, state if there are medical grounds/reasons for an employee to have frequent or long term absence and will help employers to decide if the employee is capable or incapable to work (the employer must obtain the employee's consent for a medical exam). However if the employer deems the medical exam is necessary and the employee withholds consent, then this will trigger a formal process.

Additionally, a sick employee will have their employment terminated :

- If reasonable adjustments to their role, duties or hours cannot facilitate their return to work.
- If returning to work will not improve or worsen their health.

Advice on short and long term absence

National Insurance Contributions and Employers Office

HM Revenue and Customs BA9 1AN

Enclosing –

- Employees full name, address, and date of birth, gender and National Insurance Number
- Date of latest period and nature of absence (credited by a GP)
- Employee's written consent
- Copies of medical certificates or fit notes submitted to an employee within a 12 month period (naming the GP and GP Surgery address)
- Employee's occupation and main duties
- Reason for requesting an opinion
- Outcome of action already taken by employer
- Employees reason for their absence/s

Statutory Pay Disputes Team TEL: 03000560630

All records relating to staff absence/sickness will be stored confidentially and securely.

Sick Pay

♣ Normal statutory sick pay applies. Please refer to your individual contract of employment (Sick pay may be ceased as part of a formal process).

Maternity

♣ Absence relating to pregnancy will be recorded separately from sickness records. Employees are entitled to reasonable time-off with pay, to attend antenatal clinics. Statutory Maternity Pay will apply as appropriate. Staff should endeavour to make routine appointments outside of work time where possible.

Disability

♣ Absence relating to disability will be recorded separately from sickness records. We work within the framework of the 'Equality Act 2010' to ensure an inclusive and anti-discriminatory approach.

Time Off For Dependants

♣ In emergencies where normal childcare arrangements break down or where an employee is primarily or solely responsible for a child, dependent relative or partner who becomes ill or incapable, then an employee can request up to two days leave to organise appropriate care. This leave will be unpaid and the request should be made to the Manager as soon as a problem is identified

Time off for Medical Appointments

Where possible, appointments for Doctor, Dentist, Optician, Hospital etc. should be made outside of normal working hours.

Bereavement/Compassionate Leave

Please refer to individual contract of employment.

Annual Leave/Holiday Entitlement

Please refer in individual contract of employment.

For further Guidance on all matters relating to sickness and absence, including your rights as an employee and the relative legislation please refer to guidance found at www.acas.org.uk and/or www.gov.uk/taking-sick-leave and/or www.direct.gov.uk Gov.UK Sickness Guidance Library www.gov.uk/search?q=Sickness

Gov.UK Statutory Sick Pay: Employee Fitness to Work

www.gov.uk/guidance/statutory-sick-pay-fitness-to-work~doctors-fit-note--statements-forwork

These sites were also used as a point of reference/guidance in the process of creating this document.

Please also refer to: •

Disciplinary Policy and Procedure (Hopscotch Pre-school)

- Employment and Staffing Policy (Hopscotch Pre-school)
- Grievance Policy and Procedure (Hopscotch Pre-school)
- Valuing Diversity and Promoting Equality (Hopscotch Pre-School)

This policy was adopted by Hopscotch Pre-school

On 29/12/18

Date to be reviewed 29/12/19

Signed on behalf of the provider

Name of signatory Lorraine Clark

Role of signatory (e.g. chair, director or owner)

Director