

Sickness/Absence and Lateness Policy

PRINCIPLES

Maintaining good levels of staff attendance and well-being contributes to Primrose Hill's ability to deliver excellent service and helps to promote good morale amongst employees.

While it is recognised that most employees will occasionally have genuine and acceptable reasons to be absent from work, any absence will cause difficulties, affect the quality of care provided, efficiency and staff morale, and increase costs. Overall, sickness absence can have a substantial impact on the daily running of the Nursery. The Nursery recognises that it is important to have a proactive and positive approach to managing sickness absence which ensures that issues are managed fairly, responsibly and consistently. The effective management of sickness absence can reduce absence levels to the mutual benefit of both individuals and the Nursery.

STATEMENT OF INTENT

Where staff is unable to maintain good levels of attendance, managers will deal with cases fairly and sympathetically in a supportive manner, in the context of the operational needs of Primrose Hill.

PROCEDURES

Any sickness/absence should be reported to office phone and if unanswered leave a voicemail 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 or supervisor in charge- **so a left message or text is not acceptable**) It is the responsibility of the staff member to inform management before 3.30pm whether they will be in the following day. If this is not adhered to, management can impose a verbal warning. From time-to-time managers may need to discuss sickness/absence with individual staff. Primrose Hill applies the following:

- long-term absence lasting 4 weeks or more;
- a serious or progressive illness or hospitalisation
- a work-related injury or condition;
- any absence due to stress;
- a distinct pattern of absence;

- intermittent absence of:
3 separate occasions of sickness within a 6-month period, or 5 separate occasions of sickness within a 12-month period. This will result in disciplinary action.
- Any sickness absence of less than seven days requires an employee to complete a 'Self Certificate' available from any Doctor's Surgery
- Sickness absence which exceeds seven days requires an employee to obtain a January 2015 'Fit Note' from their GP.
- A 'Return to Work Discussion' with deputy manager will take place after each period of sickness/absence. This 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 and to confirm that the employee is fit to return to work

When sickness/absence is prior to or follows annual leave:

Where a staff member has been off prior to or following annual leave then the whole time absent will be considered as sickness. Therefore after 3 days off statutory sick pay will be paid.

In the absence of both Managers:

- A supervisor will oversee the running of the nursery. This information is displayed in each room, with the name of the person deputising on each day of the week.
- The Manager must contact the supervisor to inform them of their absence.
- If at any time management is absent and a supervisor is not available, Louise McFall (proprietor) will be contacted and available to work in the nursery.

Lateness

- Staff must arrive at least five minutes before their shift is due to start.
- If staff are aware for any reason they will be late for work, management must be informed immediately.
- **Staff who are late two times or more in one month will be given a verbal warning.**