

Absence and Leave Policy

All staff are entitled to time off from work; this includes planned time off or unplanned leave in the event of an emergency. This policy sets out the entitlements to request leave and the procedures that should be followed when applying for authorised leave and absence.

This policy details the preschool philosophy towards staff time-keeping, and the rules governing absence of employees from work which will include sickness, authorised and unauthorised absences. Bright Blocks Preschool expects staff to follow the procedures as summarised below and seek advice where necessary. Please note that annual leave (holiday leave) will not be granted for any dates falling within the term-time of the preschool. This policy is aimed at ensuring that all staff receive fair and consistent treatment.

TIME-KEEPING:

- Employees are required to attend punctually for work.
- Employees arriving late for work will have their wages / salary reduced accordingly.
- Employees are not permitted to leave work before their finishing time without permission from management.
- In the event of an employee requiring time away from the nursery during their normal shift hours then they must report back to work and continue their shifts without unnecessary delay.
- Persistent lateness will be considered to be a breach of contract and be subject to the appropriate disciplinary procedures.

ABSENCE:

- If an employee is unable to attend work, or get to work by their expected starting time, they should notify the Management Team as soon as possible and no later than 8am, to allow us to take the necessary action to cover the absence and minimise any impact it may have.
- It is the responsibility of all employees to keep the preschool advised of the circumstances which prevent them from reporting for work, and of the likely duration of their absence.
- Ideally staff should let management know by 3.30pm on a day they are absent if they are likely to be absent or not the following day. If unsure, management will decide that they are to remain off until they are certain of their attendance.
- If an employee requires to be absent from work for reasons other than sickness, then prior permission must be obtained from management. This request for cover for absence can be for the following reasons:
 - o Jury duty or court appearances as a witness.
 - o Medical appointments.
 - o Compassionate leave for domestic/family reasons, bereavements etc.
- All periods of absence will be recorded on a Staff Leave & Absence Record Form, and kept on the staff members file.
- Any period of unauthorised absence will be considered as a breach of contract.

SICKNESS

- All periods of absence for reasons of sickness in excess of 3 working days must be supported by a GP's Medical Certificate which must be made available to the preschool at the earliest opportunity.
- Where periods of absence due to sickness extend beyond 3 days and are likely to be longterm, the employee is required to notify the preschool on a weekly basis thereafter and supply consecutive GP's certificates to cover the periods of absence.
- On return-to-work employees will complete a return-to-work review. This is so that the nature of the absence is fully understood including whether it is a work-related illness, and any changes required to reduce the risk of recurrence are understood. The other purpose is to ensure they are fit to return to work and any adjustments, such as returning on reduced hours or reduced physical exertion are taken into account to ensure a sustained recovery.

SICKNESS

- There is no entitlement to company sick pay. Statutory Sick Pay (SSP) will be paid in accordance with Department for Work and Pensions requirements, and no payment will be made for the first three working days in a period of incapacity for work.