

Holy Trinity Preschool Absence of Leader/Staff Policy.

All staff members who plan to be absent from work for any reason must seek permission from the principal prior to making arrangements.

In the case of staff absent from work due to illness staff should inform the principal. The absence should be reported by the individual themselves by telephone call (not other family members). At the time of the call he/she should provide details of the reason for absence and also indicate the likely length of absence. Staff absent for up to three working days can complete a self-certificate form available from the office. Staff absent for longer than this period should provide a doctor's certificate. All certificates should be made available to the principal/office on the first day back at work.

Staff absence levels will continue to be reviewed in line with the Holy Trinity Staff Attendance Policy and staff who are absent for more than ten working days, or three periods of absence within a year will have a review meeting with the principal. Information regarding the nature of the absence will be treated in confidence.

In the case of the absence of the leader the principal will ensure that an acting leader with appropriate qualifications and selected from our vetted school staff will be appointed.



HOLY TRINITY ENNISKILLEN

Holy Trinity Preschool Absence of leader

Policy approved by Board of Governors

Dated

Signed

Review Date