

Absence of Staff or Manager Policy

Afterschool Absence of Staff/Absence of Manager Policy

All staff members who plan to be absent from work for any reason need to seek permission from the manager prior to making arrangements. In the case of staff absent from work due to illness staff should inform the After School Manager.

The absence should be reported by the individual themselves by telephone call (not other family members), before 10am. At the time of the call they should provide details of the reason for the absence and also indicate the likely length of the absence. Staff absent for up to 3 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 manager on the first day back at work.

Staff absence levels will continue to be reviewed and staff who are absent for more than 10 working days, or 3 periods of absence within a year will have a review meeting with the line manager, or in the case of the leader, with the principal. Information regarding the nature of the absence will be treated in confidence.

In the absence of any staff member the line manager will ensure that replacement staff are put in place- from the pool of temporary staff that have been vetted.

In the case of the absence of the Manager the principal will ensure that an acting Manager is in place.

Self-Certificate Form

This form should be completed for absence due to illness for up to 3 working days and given to the principal on the first day you return to work. For any absence beyond 3 working days you must provide a Doctors certificate.

Name:

Period of Absence (dates/No. of working days missed):

Reason for absence:

Are you continuing to receive any medical treatment in relation to this illness?

How many working days have you missed during the last 12 months due to illness?

How many days have you missed during the past 12 months relating to the same reason for the current absence?

The information on this form will be shared only with your line manager. If you have any concerns about this information being shared please indicate so on this form.

Signature:

Date:

Review of Absence Form

Date of Meeting:

Member of staff to whom meeting relates:

No. of days absent in the past 12 months:

No. of periods of absence in the past 12 months:

Summary of discussion (Review of reasons for absence/impact on provision/ support measures which can be put in place/further medical advice sought/ongoing medical conditions etc/ date for future review meeting):