

Sickness Policy for staff

- If a member of staff happens to fall ill they MUST let the nursery know by calling the Nursery Number on 02085670800, if we are not in then you must leave a voicemail message, can you please also back this up with a text message to the Manager Tia Newell or the Office Manager Yvonne Borg. This must be done at least 30 minutes before your shift starts in order to allow cover staff to be arranged.
- Members of staff that have been written off by a doctor or GP must still let the nursery know, at least 30 minutes before your shift starts, that they will not be able to be present at work. Until we receive a relevant doctor's certificate you will be classed as being on unauthorised leave. Before the signed document is no longer valid, ideally the day before, staff must confirm this for staffing ratios
- Once off sick, if the member of staff will not be in the following working day, they must let the nursery know before 2pm that same day again in order that cover staff can be arranged. If the nursery does not receive a call then it will be presumed they will be off and cover will be booked. If they turn up after cover is booked they will be sent home unpaid.
- As well as confirming absence, members of staff that are unwell must keep the nursery up to date on the supposed duration of their illness.
 - Absences will be recorded in the Staff Sickness and absence file upon return to work.
 - In cases of absences that last longer than seven calendar days, a medical certificate completed by a medical practitioner must be brought in to cover for the absences. On their return to work, management will conduct an interview with the member of staff to discuss the absence.
 - SSP can only be paid with a valid medical certificate.
 - Every employee who has been absent may be asked to complete an absence form on their return to work.
 - Nursery Management monitors each employee's attendance at work so that any unacceptable levels of absenteeism may be addressed.