

## Employment

### 2.1.3 Sickness and Absence

#### Policy Statement for St Joseph's Out of School Club

St Joseph's Out of School Club recognises that employees may be absent from the organisation for a variety of reasons. To ensure that all staff are treated in a consistent and equitable manner, this document provides the framework for dealing with such circumstances.

Absence: whether due to illness or any other circumstances is defined (for the purpose of this document) as the non-attendance of workers when they are contracted to attend.

#### Procedure

- Any sickness/absence should be reported to the Play Leader, or if it is the Play Leader then to the Chair of the Out of School Club's committee, by 7.30pm, by telephoning his/her personal mobile (**all staff should take a note of this**) giving a clear indication of the nature of the illness/absence and a likely return date. The individual member of staff must make the call unless they are physically unable.
- **It is the responsibility of the member of staff to ensure their absence has been received by the Play Leader (or Chair in the case of the Play Leader) – so a left message or a text message is unacceptable.**
- The Play Leader should report the absence to the Chair or in his/her absence a committee member by 7.45am. The Play Leader, or the Chair in the case of the Play Leader's absence, is required to make every effort to ensure cover for the Out of School Club. This will primarily be by using our qualified bank staff who are on call.
- We have contingency plans to cover staff absences as follows<sup>1</sup>:
  - Deputy Play Leader will cover for Play Leader
  - Play Assistant will cover for Deputy Play Leader
- At the end of each day, the Play Leader contacts any member of staff who is absent to catch up and check on how they are.
- Any sickness absence of less than seven days requires an employee to complete a 'Self Certification Form (see Appendix 1).
- Sickness absence which exceeds seven days requires an employee to obtain a 'Fit Note' from a GP or a hospital doctor.
- A 'back to work' discussion with the Play Leader 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 Play Leader or organisation can do to help and to confirm that the employee is fit to return to work.
- The Play Leader's 'return to work' discussion should take place with the Chair or another committee member, as nominated by the Chair.
- A more formal review will be triggered by:
  - Frequent short term absences, eg. three periods of absence in a six month period;
  - Or after a long term absence.
- In exceptional circumstances, eg. after a long term absence, we may ask the employee's permission to ask for a report from their GP. This request will be made in writing requesting the employee's counter signature.
- Longer absences will require a phased return to work schedule to be implemented. This will be discussed and agreed at the 'return to work' meeting. This will help the Out of School Club plan workloads.

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<sup>1</sup> The Pre-school use their WhatsApp group to organise cover

- Absences of one to three days will be considered as a 'short term' absence.
- Absences of four days or more will be considered as a 'long term' absence.
- If an explanation for the absence is not forthcoming or considered to be unsatisfactory, disciplinary procedures will apply.
- All records relating to staff sickness/absence will be stored confidentially and securely.

#### **Sick pay**

- Normal statutory sick pay applies to those staff who qualify.<sup>2</sup> Staff to refer to their individual contract of employment.

#### **Maternity**

- Absence relating to pregnancy will be recorded separately from sickness records. Employees are entitled to have reasonable time off with pay, to attend antenatal clinics. Statutory Maternity Pay will apply as appropriate. Staff to endeavour to make routine appointments outside of work time where possible.

#### **Disability**

- Absence relating to disability will be recorded separately from sickness records. We work within the framework of the Equality Act 2010 to ensure an inclusive and anti-discriminatory approach.

#### **Time off for dependents**

- In emergencies where normal childcare arrangements break down or where an employee is primarily or solely responsible for a child, dependent relative or partner who becomes ill or incapable, then an employee can request up to two days leave to organise appropriate care. This leave will be unpaid and the request should be made to the Play Leader or Chair as soon as the problem is identified.

#### **Time off for medical appointments**

- Where possible, appointments for Doctors, Dentist, Optician or Hospital etc. should be made outside normal working hours.

#### **Bereavement, compassionate and emergency leave**

- Bereavement and compassionate leave is time away from St Joseph's Out of School Club to deal with the arrangements and/or matters relating to a trauma or death of a close relative, or an urgent domestic matter.
- A "close relative" may (but not exclusively) include: - the spouse, partner, child, parent, sibling, grandparent, uncle or aunt of a member of staff, or - the parent, sibling, child, grandparent, uncle or aunt of the spouse/partner of a member of staff.
- All members of staff are entitled to take up to 5 days paid bereavement leave in any one year, for reasons connected with bereavement of a close relative. St Joseph's Out of School Club committee should be notified accordingly.
- It is recognised that members of staff who suffer a bereavement of a close relative who lives abroad may require more than 5 days bereavement leave in order to travel. In such cases, the line manager may authorise, after discussion with the Chair of St Joseph's Out of School Club committee, additional days of bereavement leave.
- In the event of a trauma involving a close relative, an employee may be granted up to 3 days paid compassionate leave in any one year. The Out of School Club committee should be notified accordingly.

<sup>2</sup> [www.gov.uk/statutory-sick-pay](http://www.gov.uk/statutory-sick-pay)

- A member of staff can request emergency leave in order to deal with urgent domestic problems such as burglary, fire or flooding. The appropriate line manager should normally grant one day's paid leave, and the Out of School Club committee should be notified accordingly.
- It is not always possible to give notice of the need for bereavement, compassionate or emergency leave, staff should agree the time required as soon as reasonably possible, with the appropriate line manager, who shall inform the Out of School Club committee accordingly.

#### **Annual leave/holiday entitlement**

- St Joseph's Out of School Club's staff take their holiday breaks when the Out of School Club is closed. Where staff need to take time off for any reason other than sick leave or training, this is agreed with the manager with sufficient notice, unless covered within this procedure.

For further guidance on all matters relating to sickness and absence, including your rights as an employee and the relative legislation, please refer to guidance found at [www.acas.org.uk](http://www.acas.org.uk) and/or [www.direct.gov.uk](http://www.direct.gov.uk). These sites were also used as a point of reference/guidance in the process of creating this document.

#### **Please also refer to the following St Joseph's Out of School Club policies and procedures**

- Disciplinary
- Employment and staffing
- Grievance
- Valuing diversity and promoting equality

<b>Version Number</b>	<b>Author</b>	<b>Purpose of change</b>	<b>Date</b>
<b>1.0</b>	<b>NP and HS</b>	<b>Updating policies</b>	<b>23.01.2023</b>

## Appendix 1

### St Joseph's Out of School Club Self Certification Form

This form should be completed immediately upon return to work, by all employees following an absence from work. If the sickness absence has been for 7 calendar days or more, a GP or hospital doctor note is also required (known as a 'Fit Note')

<b>Name:</b>	
<b>To whom did you report your sickness?</b>	
<b>Date reported:</b>	
<b>Date of first day of incapacity (including non-working days):</b>	
<b>Date of first day of absence from work:</b>	
<b>Date of return to work:</b>	
<b>State briefly why you were unfit for work/unable to come to work:</b>	

	YES	NO
Have you consulted a doctor?		
If absent for more than 7 calendar days, have you submitted a doctor's note?		
If absence was not due to illness, please state which of the following it was due to:  <div style="text-align: right;">Urgent family leave:</div> <div style="text-align: right;">Parental leave:</div> <div style="text-align: right;">Authorised unpaid leave:</div> <div style="text-align: right;">Other (please state below):</div>		

I declare that the information given is true, to the best of my knowledge. I understand that false information may result in loss of sick pay/company pay and/or disciplinary action.

**Signature of Employee:** ..... **Date:** .....

**Signature of Manager:** ..... **Date:** .....