



Staff

Absence Policy

Staff absence is inevitable from time to time. However the smooth running of the pre-school relies on their being a sufficient number of suitably qualified staff to care for the children. Therefore, it is essential that procedures for the notification of absences are followed by all staff.

Procedures

Any staff absences must be reported to the manager, personally (or by a representative) by telephone, by 8am. All members of staff will be notified of the correct and up-to-date contact telephone numbers.

For absences lasting five or more working days, a doctor's medical certificate, explaining the reason for absence, must be presented to the manager.

All staff absences will be recorded and monitored. Any anomalies or patterns of absence causing concern will be discussed with the individual member of staff, action will be taken where necessary in accordance with the contract of employment.

Failure to comply with these procedures may result in disciplinary action.

This policy was adopted at a meeting of

Held on

Signed by the manager of pre-school

Signed on behalf of the management committee

Name of signatory

Role of signatory

Review date