



Sickness Absence Policy

Policy Statement

Our aims:

- To ensure that sickness records are maintained accurately
- To ensure that sick pay is calculated correctly
- To ensure that adequate staffing levels are maintained at all times

Procedures

Notification of sickness absence

Notification of absence from work due to illness or any other cause should be made as soon as possible on the first day of absence from work. Notification should be made to the Supervisor or Deputy Supervisor. The Supervisor or Deputy Supervisor should also inform the Administrator in order to ensure that records are accurately maintained.

Playgroup is unable to operate unless we have the correct staff/child ration. Therefore we need to be informed, if you are not returning to work, 48hrs before your expected return date to enable ratios to be adequately maintained.

If an employee is absent for more than 7 continuous days (including weekends) a medical certificate must be obtained from their GP.

Leaving work early due to sickness

If an employee falls ill whilst at work they must report sick to the Supervisor or Deputy Supervisor.

If an employee becomes ill at work and leaves in the first two hours of their working day then this will be recorded as a sick day. If an employee becomes ill at work and leaves after two hours of their working day then this will not be recorded as a sick day. A record will be kept of when an employee has left work early under these circumstances and will be monitored.

Supervisor cover

If the staff member who is off sick was acting as Supervisor or Deputy Supervisor, another member of staff who is qualified to do so will need to act up as Deputy Supervisor. They will be paid Deputy Supervisor rate for this.

Time off for medical appointments

Medical appointments should be made in the employee's own time. Noah's Ark recognises that there is less flexibility for hospital appointments and paid time off may be given for such appointments at the discretion of the Voluntary Management Committee.

Sick pay entitlements

All staff on a permanent contract will be entitled to a minimum of one week's full sick pay. After this all employees will receive statutory sick pay. No sick pay will be awarded to staff on temporary/casual contracts. Noah's Ark recognises the value of its employees and in exceptional circumstances individual situations may be considered by the Voluntary Management Committee.

Maternity pay

Staff will be entitled to statutory maternity pay only.

Sick children/dependents

No paid time off will be given to employees if their child/other dependent is ill.

This policy was adopted by	Noah's Ark Playgroup	name of setting
On	March 2021	(date)
Date to be reviewed	March 2022	(date)
Signed on behalf of the provider		
Name of signatory	Helen Butler	
Role of signatory (e.g. chair/owner)	Manager	