

BRANSTON PRE-SCHOOL CENTRE

STAFF SICKNESS POLICY

Reporting sickness

First day of absence

Notify your manager/deputy manager before your normal start time on the first day of absence and give an idea of how long you may be away.

The notification must be made personally by the member of staff. There must be exceptions to this (e.g. hospitalisation, no access to telephone).

Fourth Day of Absence

If you are unable to return to work on the fourth day of sickness, you must notify your manager/deputy manager with the reasons for continued absence and unless the absence is certified from the outset, give an approximation of how long you will be away.

Self-Certification.

On return to work after an absence of up to seven calendar days inclusive, you must immediately complete and sign a self-certification of sickness form, and hand it to your manager/deputy manager.

More Than Seven Calendar Days.

If you are sick for more than seven calendar days (including weekends), you must contact your doctor and submit a medical certificate as soon as possible to your manager/deputy manager. You must continue to telephone your manager/deputy manager at regular intervals to keep them updated.

If you intend to return to work, prior to the return date on your last medical certificate you may be required to produce a medical certificate indicating your fitness to do so prior to your return.

Pay during Sick Leave.

Staff illness

Staff will get paid for the first three days of sickness and then statutory sick pay will kick in.

Staff's child/children's illness

Staff will not be paid for any child/children's illness