

Staff Sickness and Absence Policy and Procedure for Private Childcare Settings

Sick Pay

Frequent Short-Term Sickness Absence with No Underlying Health Conditions

Frequent short-term sickness absence covers frequent absences for short periods, usually less than five days. Absences of this nature can be identified and triggered by:

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Absences lasting more than five working days require a sick note from a medical professional which should be signed and include the expected dates of absence.

Long-Term Sickness Absence Due to Underlying Health Conditions

Long-term sickness absence covers periods and patterns of sickness due to one or more underlying health conditions. It can be presented in several ways including a bout of sickness over a long period or a small number of days off in a regular period.

Managers will use their discretion to decide how to resolve ongoing occurrences of long-term sickness absences. However, once made aware of health conditions, managers will hold a face-to-face meeting or phone call with the member of staff to discuss the following:

- health conditions and potential future absences;
- potential reasonable adjustments that may need to be made to the role to ensure staff welfare;
- whether it may be in the employee's best interest to see a registered medical practitioner or occupational health provider.

Sickness Absence Reporting Procedure

Employees reporting an absence due to sickness should follow this procedure. Failure to follow this policy could result in disciplinary action.

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Absence for Antenatal Appointments

Absence to Care for Dependents

If there were to be an unexpected emergency involving a dependent of an employee (i.e. someone who relies on them for care, such as a child, grandchild, partner, spouse or parent), they can request a reasonable amount of time off to deal with the emergency and/or to arrange appropriate care. This might include incidents such as a dependent needing unexpected medical attention, childcare arrangements falling through, etc.

For non-emergency situations, issues that were known about previously and longer periods of absence required for ongoing care, employees will be asked to take annual leave, parental leave or compassionate leave.

Absence for Jury Service

Absence for Medical Appointments

Absence for Bereavement and Compassionate Leave