

Sickness and Absence Procedure

Procedures for reporting in sick need to be followed correctly. You must **telephone** the nursery on 0161 873 7432 either before 7am or an hour before your shift is due to start to inform us of your sickness. You must speak to a senior member of staff Lucy, Jill, Lorna or Pam, please do not leave a message with any other bloom team members.

Do not send a text or email especially over a weekend to senior management as this is unprofessional.

Vomiting and diarrhoea requires a **48 hour exclusion period** from your last motion so even though you may feel well enough to work you are not allowed to attend work.

Each day you are off sick you must telephone the nursery towards the end of the day to notify us if you are unable to attend work or that you are fit and well enough to return to work. This enables us to cover your shift if needed and ensure that your key children have been placed in the care of one of your team members and re-arrange other staff members working hours to suit staffing – child ratios.

You must telephone yourself so that we know you are safe, husbands, partners, parents etc.. are not allowed to phone on your behalf unless in an extreme emergency.

Once you have returned to work we shall hold a return to work interview and for those staff who have been given a sick note you may be required to ask for a “fit to work” notice from your GP before you can come back to work.

Regular occurrences of absence and sickness will be investigated following the procedure outlined below:

If you return from a period of absence and are required to take medication, this must be shown to a member of senior management, complete with prescription label, and your medical form updated.

SHORT TERM SICKNESS ABSENCE PROCEDURE

All sickness will normally be addressed through the Company's management procedures, including return to work meeting. However the sickness capability procedure must be initiated when an employee has had 3 or more periods of sickness in any 12 month rolling period.

Short term trigger levels have been established by the Company to assist in the management of sickness absence, to ensure consistent application of the policy and as a clear standard to all staff. A meeting should be arranged by the line manager with the employee to discuss their absenteeism/sickness.

Stage One: Review Meeting

The purpose of the meeting is to:

1

- Indicate the managers concern about the level of absenteeism
- Try to establish the case frequency pattern of absence and consider whether there could be underlying health problems
- Point out the impact that the absences are having on the employers work and the work of other colleagues
- Try to identify any external factors that may be contributing to the absences, if so what action could remedy them
- Explore possible solutions
- Obtain employees commitment to reach required standards
- Confirm target attendance levels required in the future, these should be a return to below their personal trigger level
- Inform the employee that failure to meet the agreed target allowance levels may result in formal action being taken
- Outline the stages of the procedure which will follow if there is no improvement in attendance levels

The manager will summarise the outcome of the discussion on the return to work form and detail:

1

- The situation to date including number of absences, trigger level
- The impact of the absences on colleagues and work place
- The agreed course of action
- Details of review period and monitoring process
- Failure to improve attendance could result in formal proceedings

The form should be signed by the employee and manager, and copies given to the employee and Manager for filing in the employee's personal file. The manager must then review the employee's attendance regularly as identified to ensure targets are being met.

Stage Two: Formal Meeting

If after stage one there is no further improvement, and the sickness absence remains unacceptable and the employee has failed to meet the attendance levels at stage one then a formal meeting will be held with the employee, and their trade union representative or colleague

The employee must be informed in writing of the date and time and the reason for the meeting. The meeting must be chaired by a member of the senior management team and the designated person must consider the following:

1

- The employees attendance record

- The effect the absence is having on the operational efficiency and cost effectiveness of the department
- Details of the meeting held previously
- An up to date operational health opinion where appropriate
- Any relevant mitigating information from the employee and their representative.

Possible outcomes of the meeting

1

- Referral to occupational health for medical examination
- Consideration of adjustment to job
- Alternative employment
- First Stage Written Warning
- Second Stage Written Warning
- Final Written Warning
- Termination of contract

The details of the meeting will be documented. If the outcome of the meeting is dismissal then Human Resource advice should be sought prior to employee being informed. The chair of the meeting must inform the employee of the outcome of the meeting in writing within seven working days with a copy being sent to their Manager for filing in personal records.

Instances where a formal warning has been issued the letter must include reference to possible dismissal if the absence does not improve. The employee will have the right to appeal within 5 working days.

Managers should ensure that any letters confirming formal warnings are removed from personal files after 12 month period providing a satisfactory attendance throughout.

Managers must monitor and review the attendance of employees throughout the agreed review period and should not wait until the end of the review period to convene follow up formal interview if the required attendance is not being met.

Review Date: March 2018