

## 61- Absence Policy (including sickness/lateness)

### Policy statement

Cornerstone Pre-school recognises that staff/student/volunteers may be absent from the organisation for a variety of reasons. **This policy has been implemented** to ensure that all staff are treated in a consistent and equitable manner.

Absence: whether due to illness or any other circumstances is defined (for the purpose of this document) as the non-attendance of workers when they are contracted to attend this includes late attendance.

### Procedures

Any sickness/absence should be reported to your Manager/Leader by 7.30am, by telephoning her/his personal mobile (**all staff should take a note of their line manager's mobile number**) giving a clear indication of the nature of the illness/absence and a likely return date.

(It is the responsibility of the staff member to ensure their absence has been received by the manager (or in his/her absence the business manager or deputy); a **voicemail** or text **message** is not acceptable.

The Business Manager and Pre-school Leader should report their sickness/absence to their line manager or in his/her absence to a Committee member.

Any sickness absence of less than seven days requires an employee to complete a 'Self Certificate' available from any Doctor's Surgery or downloadable from [www.direct.gov.uk](http://www.direct.gov.uk).

Sickness absence which exceeds seven days requires an employee to obtain a 'Fit Note' from their GP.

A 'Return to Work Discussion' with Manager/Leader will take place after each period of sickness/absence within 3 days. This is to establish the reason for and cause of the absence, to consider whether there is anything the manager or organisation can do to help and to confirm that the employee is fit to return to work.

The Manager/Leader's 'Return to Work Discussion' should take place with the line manager.

### Sick Pay

Sick pay will be paid for three instances (up to four days) of illness in a rolling 12 month period. (This does not affect statutory sick pay, payable if the employee has made the necessary contributions).

See table for example:

	Days	
Oct-18	4	paid 1st instance
Nov 18 - 0	0	
Dec '08 - 0	0	
Jan 19 - 0	0	
Feb 19 - 0	0	
Mar-19	4	paid 2nd instance
Apr 19 - 0	0	
May 19 - 0	0	
Jun 19 - 0	0	
Jul 19 - 0	0	
Aug 19 - 0	0	
Sep-19	4	paid 3rd instance



Oct-10	4	paid as Oct 18 dropped off
Nov-19	2	No pay as March's sick hasn't dropped off

## Absenteeism

At the first and second instance of unscheduled absence (unscheduled is defined if absences are taken spur of the moment) , the staff member concerned will meet with their line Manager for an informal conversation as detailed above. However, when an employee accumulates three unscheduled absences in a six week period, the Cornerstone's disciplinary procedure will be applied.

## Lateness

All staff are required to commence their duties at their contracted starting time. This is to ensure the smooth running of the pre-school. Any lateness should be reported immediately to their line manager on 0208 556 8585. At the first and second instance of unscheduled lateness, the staff member concerned will meet with their line manager for an informal conversation. However, when an employee accumulates three unscheduled lateness in a six week rolling period, the Cornerstone's disciplinary procedure may be applied. (This is worked out via a six weeks rolling period, lateness' will roll off if you go six weeks without another lateness, therefore every lateness will expire six weeks from the date of the earliest lateness).

We will deduct your lateness to the nearest 15 minutes. For example, if you are 1 min late we will deduct 15 minutes of pay, 18 minutes late 30 minutes deduction, 35 minutes late 45 minutes deducted etc. Should extenuating circumstances apply, lateness may be considered unavoidable. Under such circumstances, this lateness will not be counted against the employee. However, any lateness will be deducted from your next pay.

This policy was adopted at The committee meeting of the Under 5s held on:. 13<sup>th</sup> July 2020 (Date)

Signed on behalf of the Pre-school \_\_\_\_\_(Chair)