



Round and Round the Gardens Childcare

... the natural choice for your child.

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ
01932 355322

Company Director / Nursery Manager
Suzanne Filson BA (Hons) / EYPS
manager@roundandroundthegardens.co.uk

Company Secretary / Business Manager
Andi Hart Assoc. CIPD MIPA
admin@roundandroundthegardens.co.uk

Staff Sickness/Absence Policy & Procedure

Principles

The purpose of this policy is to set out what treatment you can expect from the Company if you suffer sickness or injury or if you are absent from work for other reasons.

Your attendance is vitally important to the business, which is the care of children under the age of five years. All absence, including absence through illness or injury is monitored by the Owner/Manager and/or Business Manager.

This policy identifies points at which the Company will take action if your sickness absence reaches unacceptable levels which impact on the care and learning of the children and that of the staff team and provision which, as a whole provide such care under the requirements of the EYFS.

The overriding aim is to ensure a healthy, productive and committed team, in order to deliver a first class service to children and their parents/carers; not in any way to punish team members for being unwell.

However, the Company cannot ignore the effects on the service it provides and on other employees with regard to lateness or absence from duty, *whatever* the cause, as the duty of care to the children to attend the provision is of utmost importance and the impact of persistence and/or frequent absence or lateness a member of staff on the children and/or team can be significant.



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You may of course contact the Health & Safety Executive on 0845 345 0055 or ACAS on 08457 47 47 47 should you wish to discuss any aspect of health, safety or absence from work.

Statutory Sick Pay

You are entitled to Statutory Sick Pay (SSP) when you are absent from work due to sickness.

The main features of the scheme are:

- The first three days of incapacity are unpaid (called 'waiting days')
- Further sickness (should you qualify) is paid at the rate of £85.85 a week (2012 figure revised annually in April)
- Once SSP is exhausted, an employee normally transfers onto benefits, paid directly by the DWP.
- If two periods of sickness are separated by less than eight weeks (56 days) then they are linked and the employee need not serve the waiting days again.

For further information please speak with the Owner or Company's Business Manager. Alternatively, you are more than welcome to contact ACAS on 08457 47 47 47

Sickness whilst on holiday

If you are sick whilst on holiday the Company will consider any request to change arrangements. However, the Company reserves the right to insist that you still take your previously-booked annual leave and to pay holiday pay accordingly. Sick pay will be paid for periods where you are receiving holiday pay.

If you wish to cancel any booked leave and use the entitlement at another time then you should inform your manager as soon as possible. The company will then decide whether to allow the change and will inform you as soon as possible.



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If an employee is sick during a period of annual leave (or if a period of annual leave falls whilst an employee is off sick) he or she cannot receive both sick pay and holiday pay for the same period of time.

Short-term absence

Your manager will formally review your absence each quarter to assess absence, for example, looking for numbers of separate periods of absence (whether these are certificated or not), or if there is an unacceptable pattern of absence.

This formal review denotes 'trigger points' for concern and will therefore begin a process of inquiry. This does *not* mean 'disciplinary' in the first instance. However, the Company reserves the right to embark on the disciplinary process under the heading of 'incapability'.

Long-term absence

'Long-term absence' is a period of sickness which lasts longer than two calendar weeks.

The Company takes a sympathetic view about genuine ill-health problems and will provide a supportive approach to all employees in such circumstances.

Your line manager will monitor your absence and will counsel you through a period of sickness absence. If, after discussion, it appears that you are likely to be away from work for more than four weeks, your manager will telephone you every week and visit your home every fortnight. These arrangements may be varied by agreement. Home visits will not be made without the employee's consent and reasonable prior notice.

Home visits will always be made by Management and will always be female.



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The Company will make contact to find out the reason for your sickness (including requesting medical information where appropriate), the likely duration of your sickness and if there are any steps that the Company or you can take to speed your return to work.

Ultimately, if absence does reach problematic levels then the Company may have no choice but to dismiss you. The point at which this action may be taken will depend on the nature of your work and the difficulty caused to the company by your continued absence. Dismissal will be regarded as a last resort and the company will try to ensure that the following criteria are fulfilled:

- Relevant medical information is sought and considered.
- Options for alternative duties or working arrangements are examined
- Your views will be taken into account.

Before any dismissal the company will always comply with any applicable statutory dismissal procedure.

There is no universally accepted definition of 'long-term absence' but it is good practise for each organisation to have its own definition. Therefore, the Company's denotation of long term absence is two weeks.

If an employee is off sick for an extended period then action should be taken to ensure that the lines of communication remain open and that adequate steps are being taken to ensure the employee's prompt return to work.

Possible options could include:

- Lighter duties
- Change to roles and responsibilities within the Company
- Altered hours
- Alternative work
- Flexible working where practicable



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Contacting the Company:

- The Company (01932 355322) should be contacted in person by 7.30am on the first day of sickness (Please do NOT leave a message – you **MUST** speak to someone)
- The Company should be contacted thereafter by 3pm daily to discuss further absence or return to work (Please do NOT leave a message – you **MUST** speak to someone)

Return to work interviews:

When you return to work from any absence (excluding holidays) your line manager will interview you on the first day you return or as soon as reasonably practicable after that. They will check that you are fit to return, update you on any important matters you have missed and may discuss your absence record if appropriate.

Return to work interviews help the employee ensure that their line manager is aware of their absence and that their attendance is, in every way valued. It also allows for good working practices such as, informing the employee of important information with regard to the children in their care for example.

Medical Information:

If your absences reach excessive levels, or unacceptably frequent levels, the Company may require medical information about your condition from your GP and/or a specialist practitioner of the Company's choosing.

If the Company requires information from a specialist practitioner, the Company will pay for the examination and for any expenses that you incur.

If the Company needs a report from your GP, the Company will comply with the Access to Medical Reports Act 1988, which requires that:

- The Company obtains your written consent before we contact your GP
- You are given prior access to the report and can refuse the Company access to it if you wish



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- You can ask your GP to alter the contents of the report if you feel it is inaccurate. If your GP does not wish changes to be made you can ask your GP to attach a statement of your views to the report.

However, you should be aware that if you refuse to supply relevant medical information the Company may have no choice but to make decision about your likely return to work based on the information that is available.

Therefore, it is in your best interests to disclose medical information.

Promoting a healthy workforce

In line with the Company's Health & Safety, Commitment to Staff, Staff Retention Statement et al, it is always in the Company's interest to maintain a healthy and happy team.

Signed:

Dated:

Date received by Business Manager:

Management Signature:



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Addendum to the Staff Sickness Policy & Procedure – May 2010

A '**Fit note**' (or **Medical Statement**) was introduced on the 6 April 2010 to replace the 'sick note'.

Guidelines from Department Work and Pensions (DWP) states:

Evidence shows that work is generally good for your health and that often going back to work can actually aid a person's recovery. On the other hand, staying off work can lead to long-term absence and job loss with the risk of isolation, loss of confidence, mental health issues, de-skilling and social exclusion.

The new fit note can help. Doctors are able to advise people who are on sick leave for over 7 days whether, with extra support from their employer, they could return to work earlier.

In the past, doctors have either said that 'you should refrain from work' or 'you need not refrain from work'. With the fit note the doctor will be able to advise their patient if they are 'not fit for work' or a new option - 'may be fit for work taking account of the following advice'.

A doctor will be able to suggest ways of helping an employee get back to work. This might mean discussing:

- a phased return to work
- altered hours
- amended duties
- workplace adaptations



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The doctor will also provide general details of the functional effect of the individual's condition.

Round and Round the Gardens' Management will work together with their employees to get them back to work. It is important to be open and honest, so that by working together we can find a solution and make any amendments to the workplace, duties, job role to suit both the business and the employee. If a decision cannot be determined and the advice on the 'fit note' cannot be accommodated, then both Round and Round the Gardens and the employee will use the statement as if the doctor had advised 'not fit to return to work'

Once a decision and temporary arrangements have been agreed for the employee to return to work, then a review date will be set and the situation monitored - if after the end date of the 'fit note' the employee is still incapacitated, then a further form and/or advice maybe required from the Doctor.

If an employee is too sick to return to work, then there is still the option to advise that the employee is 'not fit for work'.

This medical statement is not required until after the 7th calendar day of absence (as before).