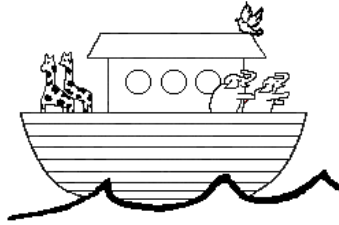


## Noah's Ark



Pre-School

### **STAFF ABSENCE PROCEDURE**

If a member of staff needs to be off work on a session that they would normally work due to appointments, courses or family obligations then they should alert the manager with good notice. The manager will then if possible and the reason is agreed, find cover through another member of staff; if the manager is unable to provide cover then you will not be granted the time off.

If a member of staff is going to be away due to sickness then please telephone to let the manager know as soon as possible, the night before your working session or at the very latest by 7.15 am the morning you meant to work on telephone number (to be given by manager) or the Administrator 01473 721252 so that cover can be provided. If these prove impossible phone the Chairperson or a member of the committee on numbers to be supplied (see available for cover committee members contact details sheet). If a member of staff continues to feel ill and they have already had a day/session off then they should call the Pre-school before 3pm so that the manager/deputy manager can arrange cover before the staff team leaves for the day.

Please note - you must speak with the manager to ensure they know of your absence, it is not permitted to text or use any other means of communication to convey your absence - failure to do so will result in disciplinary action.


#### **What to do if cover is needed.**

- Ring other members of staff who are not working that session to see if they can provide cover.
- If none of them are available then the Administrator or Chairperson should be called to see if they can provide cover.
- Following that action and cover is still not provided, then Committee members must be phoned to see if one of them can come in to cover.
- If no cover is available, the manager should consult with the Chairperson/Committee who will take the decision whether to close the Pre-school for that session/day.
- Should the manager be off sick then she should ring the deputy, administrator or Chairperson who will then try to find cover. It is important that this person should ring other staff members to alert them to what is happening and who will be covering.

It must be noted that staff should refrain from booking holidays in school term time if at all possible, and any request for holiday in term time must be applied for in writing and authorised by the Chairperson and Committee (this will only be granted if adequate cover is available and all parties agree).

**Long term absence**

Is covered under individual signed contracts and doctors fit notes

This policy was adopted by	Noah's Ark Pre School	<i>(name of provider)</i>
On	18th April 2016	<i>(date)</i>
Date to be reviewed	April 2017	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Tony Turner	
Role of signatory (e.g. chair, director or owner)	Chairperson	