

Greenbank Pre School

Staff Absence Policy



Greenbank Pre School

Edinburgh Greenbank Parish Church of Scotland
Braidburn Terrace
Edinburgh EH10 6ES

SPPA Registration No: 0923
Charity No SCO11325

Staff Absence Policy

The Policy on staff absence is as follows:

1. No member of staff is entitled to time off (either paid or unpaid) unless medically unfit for work therefore it is always open to the Head teacher to turn down a request for leave of absence.
2. However we are a family oriented organisation and we recognise that on occasions staff may wish to take some personal time off. Personal time off will only be granted by the Head teacher if adequate cover can be arranged and, wherever possible, two weeks' notice is given.
3. Provided that requests are regarded as reasonable and infrequent, staff may be given personal time off for specific reasons (the most common reasons are likely to be, school parent days, other school events, family weddings, funerals etc but that is not a comprehensive list). Whilst accepting that the timing of medical appointments is sometimes outwith an individual's control staff are asked to try to make appointments outside work hours or at least near the beginning or end of their "shift" whenever possible..
4. Time off should be kept to a minimum, for example if two hours are needed then two hours should be taken and not a whole morning or afternoon.
5. Time off for medical appointments will be paid by the Pre School and in other cases the Pre School may pay for the cover required if the Head teacher feels that the request is appropriate. If the member of staff is asking for time off too frequently ie by the third occasion in anyone academic year then the head teacher should either decline the request or inform the Treasurer in order to make the appropriate salary adjustment to cover the cost of cover.
6. If the Head teacher is still uncertain about a particular situation that arises then he/she should refer it up the line to either the Treasurer or the Chair who will make a final decision and give reasons for doing the decision that is reached..
7. Staff are expected to attend 2 parent evenings per year with no additional remuneration.

8. Staff will be paid for attendance at CPD outwith normal hours provided this has been agreed in advance by the manager.
9. Overtime will be paid only if previously agreed by the manager.
10. All staff are required to fill in a "return to work" form after any absence.
(example appendix 1)

All staff and committee members will have a working knowledge of this policy.

Date of review

Name