

# 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*

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 Manager 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 Manager if adequate cover can be arranged and, wherever possible, two weeks' notice is given. Staff are entitled to 3 family days per year and 1 day if moving home.
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 medical appointments, 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 Manager 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 Manager 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 Manager 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 the decision that is reached.
7. If the Manager requires time off for either sick leave or other reasons he/she should inform the Chair or Treasurer of the Management Committee.
8. Staff are expected to attend 2 parent evenings per year with no additional remuneration.
9. Staff will be paid for attendance at CPD outwith normal hours provided this has been agreed in advance by the Manager.
10. Overtime will only be paid if previously agreed by the Manager.

### Staff sick leave procedures

- Any member of staff who requires to take sick leave must inform the Manager as soon as possible and certainly no later than 8.00am on the first day of absence. The Manager should inform either the Chair or the Treasurer should she or he require sick leave.
- It is helpful to the organising of relief if a member of staff on sick leave keeps the Manager informed of progress, including a probable date for returning to work.

#### **Short term absences**

- Absences of 7 days or less can be self-certified and this should be done by completing a self certified illness form immediately on return to work.
- During illness absences of up to 7 days staff will be paid as if they had been working.

#### **Absences longer than 7 days**

- For absences greater than 7 days the member of staff should obtain and submit a 'fit note' from their doctor. The fit note should be submitted to the Manager as soon as possible after being received.
- Statutory Sick Pay (SSP) may be payable to qualifying employees who are off work through illness for more than seven days. In such instances the Treasurer will decide whether or not SSP should be claimed and make the appropriate arrangements.
- As stated in the Contract of Employment, payment of salary (excluding SSP) will be paid for a maximum of 28 days in any one calendar year.
- Should it be found that continued absence from work is seriously hampering the work of the Pre School, the Chair of the Management Committee will be required to discuss the situation with the employee, and the Pre School may seek medical opinion about the likelihood of the employee being able to return to work.
- Notice of termination of employment on medical grounds may be given if return to work is not expected within a reasonable period.

Full information on SSP can be obtained from the following websites:

[www.gov.uk/taking-sick-leave](http://www.gov.uk/taking-sick-leave)

[www.gov.uk/statutory-sick-pay](http://www.gov.uk/statutory-sick-pay)

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