



Staff Sickness Policy

Staff must inform the Pre-school Leader as early as possible when they are unable to work, stating how long they expect to be off work.

In the case of the Pre-school Leader being unfit for work they must inform the Pre-school Deputy.

For absences of up to seven days staff must complete a self certification form.

For absences of more than seven days staff will need to provide a Medical Practitioner's statement to cover on-going absence.

If a medical statement to certify absence is not provided it will be assumed that the member of staff is un-certified and this may result in non-payment of salary.

Any routine medical appointments should be booked outside normal working hours. If, however, it can be demonstrated that this is not possible then paid time off may be granted.

On return to work staff will be interviewed by the Pre-school Leader to ensure suitability for work. A return to work form must be completed.

Signed: _____

Policy Date: _____

Review Date: _____