

Staff Absence Policy

Sick Absence - Reporting

- Please call the centre between 8.00 and 8.15am to inform of your absence - ensure you speak to reception, who will transfer your call to a member of the management team. If they are unavailable, let reception know of your absence but you **must** contact the Centre again before 9.00am. Provide specific details of why you are absent (poorly will not do!).
- Call the centre and speak to a member of the management team before 3.00pm, to confirm if you intend to return or not - unless on agreed longer term sick i.e. have a doctor's note, then you will be expected to call every day.
- If you are returning to work then you must return on a late shift. By returning on a late shift this enables you to meet with a manager to hold a return to work meeting, where you will complete necessary documentation - recording your absence reasons etc. This meeting must be held before you commence your shift.
- Sickness levels will be monitored and further meetings will take place with the General Manager / HR Department if the level is considered to be a concern.
- Staff will be referred to Occupational Health if sickness levels are considered to be excessively high.
- If you become ill during your designated shift you must inform a manager who will organise cover in the room in order that ratios are maintained prior to you leaving the Centre. Please note a shift is the planned expected work pattern for that day.
- Please refer to the staff handbook for terms and conditions.

Alternative Absence

Family Leave and Compassionate Leave

- Please call the centre between 8.00 and 8.15am to inform of your absence, following the procedure detailed above - ensure you speak to one of the Centre Managers to agree and record absence.

This Policy was adopted on	10 th July 2017
Signed on behalf of the Centre	Fiona Hakin
Date for review	10 th July 2018