



## **STAFF SICKNESS/ABSENCE POLICY**

### **Statement of Intent**

It is our wish to maintain the healthiness and well-being of our staff but also to balance the ratios required for adults to children

### **Aim**

We aim to be supportive to staff when they are ill but also to remind staff that as a small business high levels of staff absences are detrimental to our company.

### **Reasons for absence**

- If you have a sudden illness, an accident or assault
- For maternity or adoption leave where employee fulfils the statutory requirements (discuss with your line manager)
- Parental Leave where an employee has 12 months service and fulfils the statutory requirements (discuss with your line manager)
- Paternity Leave where employee fulfils the statutory requirements (discuss with your line manager)
- Time off for Family Emergencies:-
  1. An emergency such as sudden illness, and accident or assault, going into labour, unexpected disruption or breakdown in care arrangements, death of someone for whom you have to make funeral arrangements or attend a funeral.
  2. Family is husband, wife, partner, child, parent, someone living with employee as part of the family  
We ask all staff to make appointments for example doctors, dentist and opticians outside of their working patterns. In some rare occasions when this is not possible your line manager may agree to unpaid leave, but you must discuss this with them at least one full working week in advance.

### **What happens if you are absent**

- You must inform your line manager two hours before your normal start time by phone. If your line manager does not answer, you must leave a voicemail and email the Company Director at [kidsizeoosc@hotmail.com](mailto:kidsizeoosc@hotmail.com)
- You will be requested to give an outline for your reason for absence.
- You will be required to update staff if there is any additional work they need to cover for you.
- If possible indicate how long you will be absent
- When you return to work after an absence you will need to complete an absence form which briefly explains the nature of your absence. This form will be kept on your personnel file and your absence will be logged.

- If you are absent for more than four consecutive days including weekends and bank holidays you will need to receive a certificate from your doctor giving the reason why you cannot work and present it to your line manager
  - Kidsize Club Ltd will keep in touch with you by phone while you are absent
- If you are absent for more than two consecutive days, you will be required to attend a 'return-to work' interview, on your return day. This is to check there are no ongoing problems.

### **Pay Arrangements**

- Maternity, Adoption and Paternity Leave follow statutory pay requirements speak to your line manager
- Parental Leave is unpaid
- Time off for family emergencies, Kidsize Club Ltd will pay up to one day of your normal salary, after which time off will be unpaid.
- You are entitled to contractual sick pay at your normal rate of pay as per the first three waiting days (these are the first three days an employee normally works that they are absent for). Qualifying Days for Statutory Sick Pay are the days that an employee is contracted to work therefore SSP will only be paid for any contracted working days as per the first three Waiting Days.
- We will ensure that return to work interviews are carried out with staff who have more than five days sick or are off sick for more than two consecutive days.

PLEASE NOTE THAT IF WE BELIEVE THAT AN EMPLOYEE IS ABUSING THE SYSTEM THERE MAY BE DISCIPLINARY MEASURES AGAINST THEM

Whilst those employees genuinely absent for illness will be treated sympathetically, excessive absence from work can result in dismissal as per proper procedures have been followed.

### **COVID-19 Related Absence**

If you have symptoms of COVID-19, have been in close contact with someone who is positive or are positive we ask that you refer to the COVID-19 guidance document.

A staff member having to isolate due to a positive case of COVID-19 will be entitled to Statutory Sick Pay. If you have to isolate due to not being fully vaccinated you will not be entitled to SSP.

**Updated:** 14/07/2020 **By:** Jenna Millar

**Reviewed:** 15/08/2021 **By:** Jenna Millar

**Reviewed:** 20/09/2022 **By:** Jenna Millar