



# Play in Ltd

## Staff Sickness & Absence Policy

Play in Ltd recognises that employees may be absent from the organisation for a variety of reasons. To ensure that all staff are treated in a consistent and equitable manner, this policy provides the framework for dealing with such circumstances.

Absence: whether due to illness or any other circumstances is defined (for the purpose of this document) as the non-attendance of workers when they are contracted to attend. This policy outlines the procedure for informing Management of any absences.

### Time off

#### Sickness

In the event you are unable to work, you need to inform Management at the earliest convenience. At the **latest** this must be before 6.45am on the day of sickness so that Management can call supply to replace you on that day. This must be done via phone call from the staff member who is sick. You may also text if you become ill in the night so Management can see this information at the earliest convenience, but you still need to call in the morning as stated. Any sickness will be tracked, and ongoing attendance issues will be discussed.

Call Niala/Management on: 0800 0476 523

The Manager is required to make every effort to ensure cover for absent staff. If the Manager is too ill to arrange their own cover, the Deputy will arrange cover instead.

#### Medical Appointments

You must make every effort to make any medical appointment that you need outside of working hours, as your hours will most likely be classed as part time. However, if this is not possible you must provide evidence of the appointment to your line manager, giving reasonable notice (at least 1 week) for your absence.

#### Holidays

Your holiday entitlement is outlined in your contract of employment, there will be certain days when camps are closed, e.g. Snows days, closed for holidays, on these days you will be given the option to take them as either unpaid leave or as a holiday day. As Play in Ltd isn't open on Bank holidays, these bank holidays will count towards your holiday entitlement. Holidays must be booked at least 2 weeks in advance for school term time, and 6 weeks in advance for school holiday time.

#### Bereavement and Extenuating circumstances

Any time off regarding bereavement and extenuating circumstances is at the discretion of the Manager.

#### Return to Work Interview

If you have had over 7 days off due to sickness/bereavement or extenuating circumstances, we will hold a 'Return to Work Interview' with the Manager to ensure you are well enough to come back to work and to cover any returning to work concerns either party may have.

This policy was adopted by: Play in Ltd	Date: Sept 2021
To be reviewed: Sept 2022	Signed:

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare requirements: Introduction [3.2]