



The Play Den

31 Staff sickness policy

At The Play Den we appreciate that staff may be too ill to work occasionally. Staff are reminded that they will get coughs and colds (as do our children) and this (and other mild to moderate illnesses) should not prevent you from attending work.

If your illness prevents you from attending work and all other activities, then you must call 632892 at 7am to report your absence to the duty manager. You must provide details of your illness and the likely day you will return to work.

You must call **each and every day** of your absence at 7am to update the duty manager of your illness.

We use the Bradford scale to calculate a percentage of days that is considered acceptable. If your contract is for 52 weeks this is 10 days in any rolling period and if your contract is 39 weeks this is 7 days in any rolling period. At 5 days we warn you that you are nearing the maximum number of days that is considered acceptable.

Excessive amounts of sickness may result in disciplinary action, regardless of whether you have supportive documentation.

Upon return to work you will be interviewed by your line manager to discuss your absence and address any concerns you or we may have.

You will not be paid during your absence from work, but may be entitled to Statutory sick pay. Further details of our absence policy can be found in your staff handbook.

In some cases, such as sickness and/or diarrhoea we may ask you to follow our exclusion periods to limit the spread of infection to others.

(Safeguarding and welfare 3)

This policy was produced on 9/1/18 and last updated on 13/4/19