



Balnamill Little Learners Management of Staff Absence Policy

1. Introduction

Balnamill Little Learners is committed to maintaining a reliable and efficient workforce. This policy outlines the procedures for managing staff absences in a fair and consistent manner.

2. Reporting Absence

- Staff are required to report their absence due to sickness or other reasons by telephone call as soon as possible, preferably before the start of their scheduled shift.
- Absences should be reported to the leader.
- If a staff member is still unfit to return to work after the first day of sickness, they must inform the leader by **12:15 PM** on the same day of reporting initial sickness, and indicate the expected period of absence.

3. Sick Leave

- Staff members who are unable to attend work due to illness must notify the leader on the first day of absence.
- A doctor's note may be required for extended periods of sickness absence.
- Sick leave will be recorded and monitored for patterns of absence.

4. Other Types of Absence

- Staff members must request approval for planned absences, such as holidays or appointments, in advance, following the company's procedure.
- Unauthorised absences may result in disciplinary action.

5. Return to Work

- Staff members returning to work after sickness absence must complete a return-to-work interview with their line manager or supervisor.
- This interview aims to discuss the reasons for absence, any support needed, and to facilitate a smooth transition back to work.

6. Support and Well-being

- Balnamill Little Learners recognises that staff may face personal or health-related challenges that affect their attendance. In such cases, staff are encouraged to discuss their concerns with their leader or trustees to explore possible support options.



7. Monitoring and Review

- Absence records will be regularly reviewed to identify trends and patterns.
- The effectiveness of this policy will be periodically evaluated and updated as necessary to ensure it remains relevant and effective.

8. Compliance

- All staff members are expected to adhere to this policy and cooperate with absence reporting procedures.

9. Training

- Trustees and leaders will receive training on how to effectively manage staff absences, including conducting return to work interviews and providing support to staff.

10. Contact Information

- For questions or concerns regarding absence management, staff can contact the leader or trustees.

11. Policy Revision

- This policy will be reviewed annually and updated as needed to reflect changes in legislation or pre-school procedures.

Date: October 2024

Review Date: 10 July 2025