



Staff Illness, Lateness and Parental Leave Policy

Little Bicks will always maintain correct ratios in order to provide a safe and educational setting for all the children who attend. This is accordance with Ofsted regulations.

What we aim to do

We aim to encourage all staff to be present at work on time and with regularity in accordance with their contract and to monitor any absence whether a one-off or regular occurrence.

How we will achieve this

Staff Illness

If a member of staff is unwell, the following procedure must be followed:

- They must contact the nursery manager as soon as possible. The latest time to inform the manager is 7am on the same day that they will not be in.
- Text or WhatsApp messages are not accepted as forms of notice of illness, the staff member must call the manager or it will be assumed that they will be at work and if they do not attend, will be in breach of contract and subject to a disciplinary procedure.
- The staff member must give a proper explanation of what the issue is.
- If expected at work the day following the day not attending due to illness, the staff member must contact the nursery manager by 3pm the first and each subsequent day to inform whether they will or will not be in work the next day. If this does not happen and the manager arranges cover then we will send the original staff member home without pay for the hours they usually work that day.
- A return to work interview will be held with the staff member and nursery manager, with paperwork completed by the nursery manager, after any absence due to illness.
- Absence due to illness will be recorded to monitor any patterns and/or frequency of absence.
- If a staff member is off because their child is ill then this is considered unpaid leave. The child is welcome to come into the nursery as long as they are considered well enough i.e. no high fever, vomiting or diarrhoea.

Staff are not paid for the first three consecutive days of absence due to illness. From the fourth consecutive day, staff are paid Statutory Sick Pay (SSP).

Staff Lateness

Staff are expected to be ready to work by the time stated on their contract. For the purposes of this policy, 'ready to work' means that their personal belongings must be

in the appropriate place and mobile phone signed into the phone box. They must have any nursery uniform or specific clothing on and be in their designated area for the time stated on their contract.

- If it is deemed that a member of staff is not ready to work on time due to them not arriving to work on time, it will be documented by the nursery manager.
- After three documented occasions of the same member of staff being late and not ready to work, they will be subject to disciplinary procedures.
- Morning break may not be given to a member of staff who is late for work on that day.

Parental Leave

Staff with dependant children (children up to their 18th birthday) are entitled to take 18 weeks unpaid Parental Leave over the entire 18 years to look after their child's welfare.

- A maximum of four weeks a year may be taken and must be taken in blocks of one or more weeks. The exception to this is if the child/ren is disabled.
- Not all four weeks needs to be taken at the same time.
- A week refers to the number of days that the member of staff usually works over seven days.
- Parental Leave is carried on from any previous job and the number of weeks remaining is the same as in the previous job.
- Entitlement depends on all the following factors being met: continuous employment for a year or more, parental responsibility for the child, being contracted and not self-employed and the child is under 18.
- Little Bicks nursery are entitled to ask for proof of the child's age by asking to see a birth certificate.
- The request for Parental Leave must be made in writing and at least 21 days in advance of the date requested for leave. The start and end date must be stated.
- Nursery management reserve the right to allow a shorter notice time for Parental Leave if adequate circumstances are presented.
- Leave can be postponed by Nursery management for up to six months where the nursery cannot cope, except when a father gives the above advance notice to take leave immediately after the date when the child is born or when the partner of a primary adopter gives the above advance notice to take leave immediately after the date when the child is placed for adoption.
- If the member of staff is having or adopting a baby, the request must be made 21 days before the week the baby or child is expected.

Date policy was reviewed	March 2023
This policy is due for review before	March 2024