

Staff Sickness Reporting, and other Unplanned Absence

This policy applies if you are a member of staff at Wood St Nursery and you are taken unwell, or if anything else occurs that means you are unable to come to work. This policy is to enable the managers to organise necessary cover for sick/absent staff, to try to minimise the stress caused to all colleagues by team members being off work due to sickness or unplanned absence.

If you are unwell or otherwise unable to come to work, please inform the manager's as follows:

- If you are ill overnight and are unable to come in to work, please leave a brief TEXT message on the nursery phone 07721 008 995 between 6am and 7.15am.
- Please ALSO call in at 8.15am to speak to Matilde who will take your symptoms and log your absence on Bright HR.
- If you become unwell during the day, or something happens and you know you will not be able to come to work the following day, please inform Matilde or one of the managers, Beth or Naomi, by 5pm. If you are not in work, please call on the Wood St Nursery phone 07721 008 995. Please speak to one of us, do not text or email.
- If you have been off sick or off for any other unplanned reason, please call Matilde or the nursery managers, Beth or Naomi, on the Wood St Nursery phone 07721 008 995, before 5pm to tell us whether or not you will be able to come to work the next day. If the phone goes to voicemail, please call again in 5 minutes. If you cannot get through after two attempts and you have not been called back, please leave a text.

For information on sick pay and compassionate leave, please refer to your contract.