

Staff Policy - Staff Sickness Policy

We work within the Statutory Framework for the Early Years Foundation Stage (EYFS), published by the Department for Education (DfE) in March 2021, effective from September 2021

Links to:

Code of Conduct	Equality Act 2010
Confidentiality Policy	Freedom of Information Act 2000
Data Protection Act 2018	Public Health (Control of Diseases) Act 1984
Discipline and Grievance Policy	Staffing and Employment Policy

Notification of Incapacity for Work

If you are unable to come to work for any reason, you must send a message to the work group chat as soon as you know you are not well enough to work, just stating that you will not be in. You must then telephone the Manager or Supervisor at 7am on the first day of absence, when you can also explain in confidence why you are unwell. Failure to do so may render you subject to disciplinary action. You must also call before 3pm to inform the Manager/Supervisor of your absence for the following day giving indication of your expected return date and notify us as soon as possible if this date changes. Notification should be made to your Supervisor in the first instance, or, if incapacity is likely to continue beyond seven days, notification should be made to the Manager.

If a family member or friend contacts the nursery on your behalf, the Manager reserves the right to speak with the employee directly unless they are unable to do so, such as if they are in hospital.

Please note that if you are suffering from sickness/ diarrhoea, a period of 48 hours must have elapsed with you being clear from all symptoms.

Evidence of Incapacity

Fitness for Work Statements are not issued for short term incapacity. In these cases (up to seven calendar days) you must complete and sign a record of sickness form on your return to work. If your sickness has been, or you know it will be, longer than seven days you should see your doctor and make sure he issues a Fitness for Work Statement and forward this to us without delay. Subsequently you must supply us with consecutive Fitness for Work Statements to cover the whole of your absence.

Management Responsibilities

The Manager will ask the member of staff why they are off sick, how long they are likely to be off work and when they think they will return. A record will be kept of all conversations.

The Company monitor sickness using the Bradford Factor. In certain circumstances, you may be required to undergo a medical examination in relation to your work should you suffer from recurring illness or continued time off due to illness (3 or more occasions per year). In such circumstances, you may need to disclose the medical report to, and undergo an interview with, the Company Directors. Any medical examination is subject to the provisions of the Access to Medical Reports Act 1988.

The Company use the Bradford Factor when calculating time off due to sickness. The Bradford Factor is a formula used to calculate the impact of employees' absences. It is based on the theory

that short, frequent, unplanned absences are more disruptive to organisations than longer absences.

Bradford Factor scores, or sickness scale, are based on the frequency and length of an employee's absence during a defined period, starting every year in September and running through to August. Normal holiday periods/ nursery closures are not included in the scoring.

The formula used is:

$$B = S^2 \times D$$

Where

B = Bradford factor score

S = total number of spells (instances) of absence for that individual in the given period

D = total number of days the individual was absent during the given period

Actions taken within the Company relating to Bradford Factor score are as follows:

0 points = no concern.

51 points = informal verbal warning with notes on suggested improvement.

101 points = written warning.

201 points = final written warning.

301 points = enough cause for dismissal after continued absenteeism and due warnings.

Return to Work Interviews

The key to managing absence is Return to Work interviews, which provide an opportunity to:

- Welcome the employee back to work
- Establish the reason for absence and ensure fitness to return to work
- Demonstrate that the individual is valued and has support
- Agree actions to reduce the likelihood of the same situation recurring
- Complete any documentation
- Update the employee with any new information or changes
- Ensure everything is done to avoid this absence in the future
- Establish employee work requirements to ensure they are fully recovered from their sickness

All staff must complete a Record of Sickness form after every episode of sickness. This will be held for a period of 12 months from the date of the sickness.

Payroll and Statutory Sick Pay (SSP)

Most employees will be entitled to SSP in accordance with the rules laid down by law. The main qualifications are that you have completed work under your contract and that you earn the lower earnings limit (LEL) in force at the time, details of which can be obtained from HMRC website <http://www.hmrc.gov.uk/paye/rates-thresholds.htm>

You also need to be absent on 'qualifying days', i.e. days on which you would normally be expected to work. For example, if you only work Monday to Thursday these would be your only qualifying days and not Friday to Sunday. The first three qualifying days of absence 'waiting days' do not attract SSP. Merry go Round do not offer sick pay.

Long Term Illness

It is important to keep in regular contact with the Manager during long term illness. This ensures the child: adult ratio can be maintained during absence.

SSP forms must be handed in on time to allow for payroll to be processed. Failure to do so may result in payment delays.

You may get Employment and Support Allowance (ESA) if your illness or disability affects your ability to work and you're not getting Statutory Sick Pay. Information can be found at

<https://www.gov.uk/employment-support-allowance/eligibility>

Mental Health

People with mental health issues have the same protection as those with physical illnesses. It's likely you'll need a GP to confirm that you have mental health problems. The Manager will assess each person's individual needs and decide suitability for the role.

As part of our insurance arrangements with Morton Michel we can offer staff (and your family members who live with you) access to our insurer's confidential counselling assistance helpline.

Our policy reference number is NC01007260, which you will need to quote when making a call.

You can call 0333 000 2082 at any time for support from a qualified counsellor.

Medication

Merry go Round understand that some legally prescribed drugs (medication) can affect people in different ways. Staff should speak to the Manager in confidence if they are under such medication (at the start of the course of medication, with named information on all medications), to ensure they are able to work with children. They will also have regular meetings to discuss health progress. In the event of staff being found not suitable to work directly with children, other roles may be found when available.

Adoption Date: 1st September 2020.

Signed:

Nm Orel .

Annual Review

Reviewed 1st September 2021

Reviewed 1st September 2022

Reviewed and amended 1st September 2023

Next review 1st September 2024