

Manor Hall Academy Trust



REPORTING STAFF ABSENCE PROCEDURE

**Chaselea Alternative Provision
Academy**

Chaselea Alternative Provision Academy

REPORTING STAFF ABSENCE POLICY

NOTIFICATION OF ABSENCE

Please refer to the **Managing Attendance at Work Policy**

In the event of a member of staff being unable to work they should ensure this is communicated in good time **at the latest 8am on the first day of absence** to the **HEADTEACHER** to allow for cover to be arranged where necessary. Staff should communicate daily if absence is to continue.

The line of communication should be:-

1. Headteacher - Mr Paul Archer - 01543 227095 at school
- 07984 971430 mobile

If unavailable:-

2. Deputy Headteacher - Mr Jon Seymour - 01543 227095 at school
- 07984 971348 mobile

OR

3. Business Manager - Mrs Sandra Beach - 01543 227095 at school

ILLNESS

If a member of staff is absent through illness they will need to:-

- self-certificate themselves up to a maximum of 5 working days.
- after 5 working days a full doctor's certificate is required ensuring no gap in dates or a loss of pay will occur

COMPASSIONATE LEAVE

Please see Time Off Policy

- this needs to be communicated to the Headteacher. He will advise on whether the absence request is appropriate and will be with or without pay.

TIME OFF FOR EMERGENCIES

Please see Time Off Policy

- employees have a right to a reasonable amount of unpaid time off to deal with emergencies affecting dependants. This will be at the discretion of the Headteacher.

YOU ARE RESPONSIBLE FOR INFORMING THE SCHOOL OFFICE ON THE DAY YOU RETURN TO WORK - this will ensure personnel is correctly notified - failure to do this may result in late payment.

Inclement Weather Guidelines have been issued to advise staff on expected practice.