



Staff Absence Policy

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Staff Absence from Work Policy

It is important that all members of staff understand the requirements as employees of Kirklees Council to provide the necessary information to Fairfield School during any absence from work. Failure to comply with the given procedure may result in a delay in securing adequate cover during your absence. This could lead to significant safeguarding issues, stoppages of pay, or in persistent cases, disciplinary action.

The information below sets out the arrangements for Fairfield School:

- Each calendar day counts for sickness notification, whether or not you would normally be at work (including weekends and Bank Holidays)
- You need to call the Fairfield mobile on **07393850304** to inform us of your absence. If the call is not answered please leave a message indicating your name, the reason for your absence (for administration of sick pay), and if possible, your expected date of return. If it is not possible to predict the length of absence from the onset it is essential **that staff ring school each day by 3pm to give an update.** If for any reason you are unable to call and leave a message on the mobile number call Fairfield School on **01924 326103 by 3pm**

You will need to have contacted the mobile and left a message if your call was not answered, by **7.30am** at the latest on the first morning of sickness/absence, and by **3pm** on the same day in order to inform the school of a **continued absence or of your return to work**. If you are absent on a Friday and you intend to return on the Monday, please let the school know on the **Friday by 3pm**

- If your absence is predicted to go beyond 7 days, then you will need to send a doctor's certificate into school. If there is a need for a further repeated certificate you will need to inform the Fairfield School office / mobile on **07393850304** in advance of the certificate expiring so appropriate cover can be organised. Otherwise we will expect your return on the day after the date indicated on your initial sick note
- Your welfare is important to us and if you do not arrive for work as expected, and there is no message to explain your absence, you will be contacted by a member of staff to ascertain the situation. This is to ensure we are able to offer support or assistance regarding your absence

Leave of Absence

Requests for leave of absence during term time, due to exceptional circumstances, needs to be discussed with the Senior Leader link. For the request of a leave of absence for reasons other than illness the appropriate form needs to be completed and given to Ruth Searby in the office. Leave of Absence is not automatically paid leave.

Emergency Absence

It is possible for a member of staff to be absent in an emergency, to make arrangement for the care of a partner, child, elderly relative etc. When considering request for this leave the Headteacher will take into account the availability of other appropriate carers within the family unit. By definition therefore, staff cannot be expected to be able to book an emergency day in advance.

Returning to Work

It is your responsibility to keep the school informed regarding your absence in order that cover arrangements can be organised effectively in school.

On returning to work staff will be required to meet with a member of SLT for a return to work meeting.

Staff need to be aware that Fairfield School is requested to keep records on staff absence and that Governors are regularly updated. Staff absences are monitored and where a concern arises a meeting will be arranged with the Headteacher.

**PLEASE ENSURE THESE ARRANGEMENTS ARE FOLLOWED IN ORDER TO
PREVENT ANY DIFFICULTIES WITH STAFFING ISSUES**

Thank you