



## **Absence Cover Policy and Procedure**

### **Absence Policy Statement:**

We have a panel of relief staff available to cover absences, including sick leave and/or we can also request that part-time staff work extra hours. Relief staff are also Garda vetted and suitable personnel who can be contacted at times of emergency.

### **Principle:**

The service will not operate if the appropriate number of staff are not available. Little Acorns Nursery, Pre-school and After School will always operate within the appropriate ratios of adults to children in each age range and care length. [Regulation 8 and 14: Child Care (Early Years Services) Regulations 2016 & SÍolta Standard 10: Organisation, SÍolta Standard 15: Legislation and Regulation & National Standard 5: Organisation and Management].

The Service will not operate if the appropriate number of staff is not available. The Service will always operate within the appropriate ratios. Rosters will clearly show staff absences and substitution.

### **Carndonagh Staff Absences Policy:**

**Director:** Sarah Quigley Burns

**Manager:** Erika Deery

In the event of Erika being unable to attend, all room leaders Saoirse Callaghan, Keara Kelly, Lynda Moore, Tanya Mulhern and Shannon Skelly will cover sickness until Erika returns to work.

In the event that cover is not possible notice of closure and reopening will be given to the parents as soon as possible.

### **All staff members are fully trained and knowledgeable of:**

1. Fire Evacuation Procedures
2. Accident and Incident Procedures
3. Where the Registered Children's Information is stored
4. Weekly and 4-Weekly Lesson and Curriculum Plans
5. Cleaning Procedure
6. Setting up and Closing Procedures
7. Authorization for collection list

### **Employees:**



- Employees suffering from a contagious illness should not work with children, i.e. gastroenteritis, etc. and must inform the person in charge immediately.
- If unable to attend work, employees must notify the person in charge before 7:00 p.m the evening before via Bright HR, our company HR Portal.
- When putting in request on HR Bright, employees should indicate the nature of illness, the possible duration and when they will return to work. It is also required that employees email Management either on the day of absenteeism or the day before they are due to return to work before the Service closes in order to confirm that they will in fact be returning to work.
- This will give management sufficient time to arrange cover if an employee is not fully recovered and is unable to return to work due to this fact.
- In the event of an employee being absent for 2 or more days, the employee will need to present a doctor's certificate to Management.
- In the case of long-term illness, a certificate must be provided monthly unless an alternative agreement has been approved by Management.
- Management reserves the right to refer an employee to a doctor or Occupational Health Physician appointed and paid for by the Service, which may involve a medical examination.
- This may also be the case when an employee is returning to work after a prolonged or serious illness or where the employer may have concerns about the employee's health and wellbeing.

### **Management of staff absences due to inclement weather:**

- In the event that the decision was taken to close the service a communication plan will be implemented to ensure that all staff are aware of the implications of this decision.
- We will notify all staff through email and HR Bright.
- As the service will be closed staff are advised to stay at home. • The policy set out in the staff contracts and staff handbook will be applied and communicated to staff.
- The management will act as reasonable as possible given the circumstances.
- In the case that employees are not required to attend work, because management has closed the service for the day or the employer



asks them not to come in or to leave early, then employees will be paid as normal for that day(s).

- Staff will be required to do some work from home if at all possible. Where a service remains open and employees are unable to attend due to safety concerns or because they need to take care of children who are off school, then staff will be informed which of the following options will apply:
  - allow employees to take the missed time from their paid annual leave entitlement. Sick leave may not be taken from annual leave.

If a staff member is unavailable to work because their child's school or creche is closed this is an emergency leave situation. However, this does not fall under the legal definition of force majeure leave. Where the staff member is unable to arrange alternative childcare, annual leave or unpaid leave should be considered on a case-by-case basis.

### **Unexcused Absence:**

Where an employee fails to attend for work and does not notify the manager then this will be dealt with as an unexplained absence and will be dealt with under the service's policy on staff absence.

to the safety, health and welfare of the children, staff and parents attending. Outcomes of these reviews will be recorded, and policies and procedures will be updated as appropriate.

### **This policy links with our:**

- Child Protection Policy
- Health, Safety & Welfare Policy
- Accident & Incident Policy.

A handwritten signature in black ink, appearing to read 'E. Beer', written over a large, light-colored scribble.

Signed: \_\_\_\_\_ Date: 20/07/2023