



Staff Sickness

Introduction:

BCoT Nursery is committed to creating a working environment that promotes the health, safety and wellbeing of the organisation and its employees. Good employee attendance is both a contributor to, and a marker for, general well-being and is integral to the success of the Nursery. BCoT Nursery follow the College's Attendance Management Policy and Procedure along with this Policy.

Procedure:

- If you are sick during work time - only you can make the decision to go home,
- If you are off sick, you are required to **ring the nursery by 3pm** each day to inform us as to whether or not you will be able to work the following day.
- If you are sick during the night or over the weekend - please **ring the nursery at 7:30am**, on the next working day, and speak to a member of the team. **Do not leave a message.**
- Sick notes – you can self-certificate for 7 day, which does include the weekend, after this you will require a doctors certificate.
- All absences are recorded via the Colleges online Sickness Absence and Monitoring System, which is logged with HR. On returning to work you must fill out the online form before your shift starts. A return to work meeting will be held with you and your manager to talk about your absence. All information is passed on to HR and put with your personal file.
- If your sickness lasts more than 4 weeks, Occupational Health may become involved to assess your health and needs. ***Please see the college's Attendance Management Policy and Procedure.***
- HR will operate a sickness follow-up procedure on the occasion of either:
 - 1. Three separate periods of sickness absence within a 6 month period or
 - 2. Eight or more days sickness in a 6 month period.

Please refer to the colleges full Attendance Management Policy and Procedure for more information

BCoT Nursery direct telephone number; 01256 306213

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