



## **Sickness and Absence Policy**

It is Kool Kids Club's practice to support employees who are genuinely sick and/or unable to come to work. Kool Kids Club will act reasonably at all times in its dealings with employees, whilst supporting the team who must run the setting in their absence.

### **Sickness Reporting**

Employees working during breakfast club or holiday club hours should telephone the manager before 7am on each day of sickness. Where the employee works during after school club hours, they should telephone the manager before 12pm providing a clear explanation for their absence and an indication of how long they anticipate the illness to last. This will allow the manager to seek cover to satisfy the club's ratio requirements.

The calls should be made in person and **not** by text or e-mail. If the manager is not available to take the call, a call back will be arranged. It is the responsibility of the employee to call in by 3pm on each day of absence to indicate whether they will be returning to work on the following day.

Any staff becoming ill whilst taking holiday must telephone on the first day of illness and obtain a doctor's fit note for the whole period of sickness. All fit notes must be forwarded to the Manager.

Staff attending a hospital appointment must use holiday pay or take unpaid leave. Appointment cards must be shown to the Manager/Deputy Manager. Staff must inform the manager if they will or will not be returning to work after the appointment.

### **Notification of Infectious Illness**

If the sickness absence relates to an infectious illness, it is the responsibility of the employee to notify their manager as soon as possible. If the employee has sickness and diarrhoea, the guidelines from North Yorkshire and York PCT are that the employee cannot return to the club until they are symptom free for a minimum of 48 hours.

### **Manager's sickness absence**

In the event that the club's Manager is absent through sickness, the call should be made to the Deputy Manager. The Deputy Manager will keep in contact with the Support Service Manager during the Manager's absence and communicate with the team.

**Note that any sickness absence that is not correctly reported will be recorded as unauthorised leave and will be unpaid.**

### **Self-Certification Forms**

An employee can self-certify their sickness for the first 7 days of sickness. This form should be completed with the Manager at the return to work meeting. The Manager/Deputy Manager must submit this form to the Support Service Manager with payroll details for that month.



### **Fit Notes**

If a sickness lasts for more than 7 days, a doctor's medical certificate is required (i.e. Fit note). This must be given to the Manager as soon as possible and will be kept on the employee's personal files. A copy of this form must be submitted by the Manager with payroll details for that month.

### **Return to Work**

On the employee's first day back following their absence, a return to work meeting will be held. The purpose of the return to work meeting is to:

- Welcome the employee back and complete a self-certification form.
- Enquire about why they have been absent and discuss any concerns or support that can be offered to the employee.
- Ensure they are fit to be back at work.
- Remind employees that a satisfactory level of attendance is required and discuss steps to ensure attendance is maintained.

### **Sick Pay Entitlement**

- 10 days Company Sick on a rolling 12 monthly programme for employees with 6 months or more service.
- Pay Statutory benefits only (SSP), if qualifying.

### **Sickness Monitoring**

Any member of staff who is absent from work regularly or on 5 or more occasions in a one-year period will be given the support of sickness monitoring to ensure their health needs are not being overlooked. They should expect to be contacted from time to time by their manager in order to discuss their wellbeing, expected length of continued absence from work and any work that requires attention. Such contact is intended to provide reassurance and will be kept to a reasonable minimum.

The employee will be notified in writing that their sick leave is being closely monitored, and a meeting will be arranged with the employee and their manager for an informal discussion about their health needs.

Certain recommendations may be made following this conversation, such as advising an employee to seek professional medical advice. It may also be beneficial to write to the employee's doctor for a professional opinion as to whether it is in the best health interests of the employee to continue trying to meet the demands of the post. Employees will be asked to give their written permission for their doctor to be contacted. However, if this consent is not forthcoming and the required information from a doctor cannot be provided, this could lead to:

- A medical capability assessment
- Commencement of disciplinary procedures (according to circumstances) for not complying with company policy



The Trustees will be kept informed by the Manager as to which employees are being monitored.

If an employee's absence through illness suggests further help is needed, Kool Kids Club will attempt to arrange this.

It may also be appropriate to ask an independent doctor or occupational health specialist for a professional opinion.

### **Absenteeism**

If, following the sickness monitoring, it is decided that the level of absence is too high to be acceptable to Kool Kids Club then the situation will be reviewed. If there are no acceptable health related reasons for absence Kool Kids Club may treat the absence as a conduct issue and deal with it under disciplinary procedure.

### **Prolonged Ill Health**

The Manager and the Trustees are aware that some staff members may have long standing health conditions which will require time away from the club. In these cases, it is important that the member of staff discusses this with the Manager. The Manager can then ensure that any reasonable adjustments are in place to support the staff member in their role at the club.

Kool Kids Club is a small organisation with a small work force split into small units. Unfortunately, for this reason, prolonged periods of absence cannot be accommodated. However, because of the legal requirements imposed on the club, should an employee have prolonged ill health, then a review of their suitability for the post may be required. If, after review, it is concluded that the employee is unable to continue in his/her present role, the issue becomes one of capability and will be dealt with under the Capability Procedure.

### **Formal Attendance Meeting**

A formal meeting could result in a first stage warning, prompting a six-month review of the employee's attendance and giving them an opportunity to improve attendance. Where appropriate, a review will take place as to whether alterations can be made to the workplace to improve attendance. The outcome of this meeting will be kept on file.

Where attendance does not improve during the six-month review period, the employee will be invited to a further meeting to discuss their absence levels. This meeting will be attended by the Manager and Chair of Trustees. The employee is permitted to bring someone with them.

If at this stage, some exceptional circumstances are identified, and it will be at the Manager's discretion to extend the review period. Minutes will be taken of the discussion.

If it is decided that the employee is unable to maintain an acceptable attendance level and all reasonable measures have been taken to assist the employee, they will dismiss the employee. Their period of notice will be in accordance with their contract of employment. A written letter of dismissal with reasoning will be sent to the employee.



There will be a right of appeal against any decision to dismiss on grounds of ill health. Appeals should be put in writing to the Chair of the Trustees within 7 days of written notification.

### **Occupational Health Referral**

In the event that there is any confusion surrounding the advice provided or the Club feel that a further medical opinion may be useful, this may be requested via an Occupational Health Referral or by seeking medical advice (subject to consent) from the employee's doctor or specialist.

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|-----------------------------------------|---------------------|-------------------|------------------|
| This policy was adopted at a meeting of | Kool Kids Club      |                   |                  |
| Held in:                                | September 2025      |                   |                  |
| To be reviewed in:                      | September 2026      |                   |                  |
| Signed on behalf of the setting:        | Kool Kids Club      |                   |                  |
| Name of Signatory:                      | L Peirse            | L Yildirim        | R Hau            |
| Role of Signatory:                      | Operational Manager | Under 8's Manager | Over 8's Manager |