



## **HOLIDAY, LOA, SICKNESS** **POLICY & PROCEDURE**

### **PROCEDURES**

#### Holidays

1. Check leave dates with Proprietor as soon as you have them.
2. If acceptable, fill in holiday entitlement form and pass to Management.
3. Note your holidays in unit diary/calander.
4. Sign diaries and relevant forms upon your return from holiday.

#### Leave of Absence Days

1. These days are only agreed to, if all holiday entitlement has been taken or it is relatively quiet in the Nursery and additional cover is not required to cover your days.
2. In exceptional cases LOA days will be agreed to upon request.
3. If the Nursery is quiet, ie. school holidays etc. LOA will be offered.

#### Recording Sickness

1. Please try and contact the nursery as soon as possible (i.e. at 7.30am on first morning of sickness and every day there-after) if you know you are feeling unwell and will not be coming into work – staff who take the phone call, should then notify senior staff to make alternative arrangements for the day to cover staff ratio's.
2. For long term sickness, Doctors Notes and regular communication with the Nursery is necessary and a return to work interview will be conducted.
3. Upon your return to work, the necessary paper work will need to be completed, dependant on the period of time you have had off.