



STAFF INDUCTION

Absence & Leave



HR System Information

Our HR Information System Every HR contains all of our staff records.

You are able to access the every 'My Portal' which holds all of your employee details, you can manage your requests for leave and sickness absence processes all online. The automated system will keep you updated each step of the way, with an intuitive dashboard, and my tasks section and handy email prompts

Please watch a 5 minute video:

Showing how to navigate My Portal and how to request special leave, manage your absence and view your current contract information.

[Every video](#)

Please log into the system here:

[Every Log In](#)

You will need to enter your email address (firstname.lastname@col.318education.co.uk) and follow the forgotten password link for your first time registration.

Check your personal details are correct:

Check your personal details are correct and up to date within the My Portal section. Please let us know as soon as possible if you need any amendments.

Help with Every HR

There is a useful help section at the top right of the screen which will provide information and short videos on many of the EveryHR system features and a live chat on the lower right of the screen which is a live team of advisors able to support you with any queries you may have.





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Sickness / Absence Policy

Please read our absence policy here:

<https://www.3-18education.co.uk/wp-content/uploads/2024/06/Sickness-Absence-Policy.pdf>

Who to report Sickness Leave absence to, how and by when?

You should report your sickness absence at the earliest availability to your line manager via a telephone call wherever possible. You may have an indication of your absence the night before, in which case please let your line manager know but always ensure you follow this up with an early morning call the next day.

Please ensure you store your line managers phone number in your mobile.

You should complete your sickness self-certification on Every or upload any fit notes to here. Your Line Manager will meet with you on your return to work and record this on Every.



Special Leave Policy

Please read our special leave policy here:

<https://www.3-18education.co.uk/wp-content/uploads/2024/06/Special-Leave-Policy.pdf>

Who to report Special Leave absence to, how and by when?

Special Leave should be requested in advance on Every and will be authorised by the Headteacher and shared with your Line Manager. Please include the detail and any appointment letter evidence to your request. Every notifications will keep you updated at each stage of the authorisation process.

You should report any emergency special leave to your Line Manager via a phone call and retrospectively request this on your return to work via Every in a prompt manner so that it is recorded for payroll purposes.