



STAFF INDUCTION

Absence & Leave

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.

For pre-planned absence ie: for medical appointments, complete a Request for Leave form available from the office. This must be authorised by Mr. Litchfield prior to the time off.

Unplanned absence

If you are ill or your child is ill and you need to miss work then you must contact Mrs. Enticknap (07532 277600) or Mr. Litchfield (07807 037833) before 7.30am.

For illness a self certification form must be completed on your first day back at work. You will then have a Return to Work meeting with your line manager on your first day back.

Please ensure there is an emergency planning box in your classroom (teachers only). This must have planning for any unforeseen absences.

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 by completing a Request for Leave form available from the office. This must be authorised by Mr. Litchfield prior to the time off.