

2. STAFF ABSENCES

Document Title:	Staff Absences
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Document Author:	Sallywags Lismore Community Childcare, CB
Document Approved:	Voluntary Management Committee
Person(s) responsible for developing, distributing and reviewing Policy	Kristin Murray
Person responsible for approving Policy	Voluntary Management Committee
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Method of communication of policies to parents/guardians (full policies via email, hard copy)	Email and Hard Copy available in the Service
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Please see our COVID-19 Policy and Response Plan for enhanced procedures regarding staff absences

This policy has been communicated to parents/guardians.

Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.

Relevant staff have received training on this policy.

Statement of Intent:

The Service will not operate if the appropriate number of Staff is not available. The Service will always operate within the appropriate ratios.

Procedure:

Staff are expected to report for work each day unless incapacitated by illness, absent with the prior permission of Management or otherwise unavoidably absent. It is essential that the Service has an adequate number of Early Years' Practitioners to care for the children. It is therefore essential that all employees adhere to the following in the event of personal illness.

Employees will:

- Employees suffering from a contagious illness should not work with children, i.e. gastro-enteritis, etc. and must inform the manager immediately.
- If unable to attend work employees must phone in and personally speak to the manager on the day of absenteeism before 7am.
- If an employee knows that they will be absent on the day before they should telephone and speak to the manager by 9pm.
- When speaking with Management employees should indicate the nature of illness, the possible duration and when they will return to work. It is also required that employees speak with Management either on the day of absenteeism or 3 - 5 days before they are due to return to work. This will give management sufficient time to schedule staff and arrange cover if an employee is not fully recovered and is unable to return to work due to this fact.
- Emails or voice mails are not an appropriate way of conveying this information.
- In the event of an employee being absent for 3 or more days, the employee will need to present a doctor's certificate to Management.
- In the case of long-term illness, a certificate must be provided weekly unless an alternative agreement has been approved by Management.
- Management reserves the right to refer an employee to a doctor or Occupational Health Physician appointed and paid for by the Service, which may involve a medical examination. This may also be the case when an employee is returning to work after a prolonged or serious illness or where the employer may have concerns about the employee's health and wellbeing.

Management will:

- Arrange for appropriate cover by asking part time or relief staff to work extra hours
- Ensure that the Service's sick policy is adhered to.
- Ensure all employees will participate in a "Return-to-work interview" on their return to work from a prolonged period of sick leave.
- Ensure that appropriate adult child ratios are met according to the Child Care Act 1991 (Early Years Services) Regulations 2016 at all times.

SERVICE TYPE	AGE RANGE	ADULT/CHILD RATIO
FULL DAY CARE	0 – 1 YEARS 1 – 2 YEARS 2 – 3 YEARS ECCE	1:3 1:5 1:6 1:11

Where children are in mixed age group the following will apply in accordance with Tusla's QRF September 2018.

Signed: Kristin Murray

Date: December 2021

Person responsible for Preparing the Policy

Signed: Colette Downes

Date: December 2021

Person responsible for approving the Policy