

# Manor Hall Academy Trust



## REPORTING STAFF ABSENCE PROCEDURE

**XXXXXXXXXXXX SCHOOL**

XXXXXXXXXX SCHOOL

## REPORTING STAFF ABSENCE POLICY

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### NOTIFICATION OF ABSENCE

Please refer to the **Managing Attendance at Work Policy**

In the event of a member of staff being unable to work they should ensure this is communicated in good time **at the latest 8am on the first day of absence** to the **HEADTEACHER** to allow for cover to be arranged where necessary. Staff should communicate daily if absence is to continue.

The line of communication should be:-

1. Headteacher - [REDACTED] - 00000000000 at school  
- 00000000000 mobile

*If unavailable:-*

2. Deputy Headteacher - [REDACTED] - 00000000000 at school  
- 00000000000 mobile

*OR*

3. [REDACTED] - [REDACTED] - 00000000000 home  
- 00000000000 mobile

### ILLNESS

If a member of staff is absent through illness they will need to:-

- self-certificate themselves up to a maximum of 7 working days.
- after 7 working days a full doctor's certificate is required ensuring no gap in dates or a loss of pay will occur

### COMPASSIONATE LEAVE

Please see Time Off Policy

- this needs to be communicated to the Headteacher. He will advise on whether the absence request is appropriate and will be with or without pay.

### TIME OFF FOR EMERGENCIES

Please see Time Off Policy

- employees have a right to a reasonable amount of unpaid time off to deal with emergencies affecting dependants. This will be at the discretion of the Headteacher.

**YOU ARE RESPONSIBLE FOR INFORMING THE SCHOOL OFFICE ON THE DAY YOU RETURN TO WORK** - this will ensure personnel is correctly notified - failure to do this may result in late payment.

Inclement Weather Guidelines have been issued to advise staff on expected practice.