

ABBOTS HALL OUT OF SCHOOL CLUB

STAFF ILLNESS

If a staff member is unable to attend work due to illness, they must inform the club Manager as soon as possible explaining why they will be absent from work.

If it is for D and V (Diarrhoea and Vomiting) the time limit on this will be 48 hours from the last Symptom.

For any other illness we will follow the government guidelines, GP or Health professionals instructions.

All illness over the time frame of 7 days will require a certificate from the GP.

The club do not pay sick pay you would have to claim SSP from the Job Centre.

When returning to work after more than two days off you will be asked to have an informal chat with Catherine, to make sure you are able to continue with your job role.

If you have any illness that's effects your working within the setting, the club will assess the situation and adapt your working pattern to help.

This might involve change of job role and hours and will be decided by the committee should the need arise.

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