

4 PROCEDURE: STAFF ABSENCES

Aim

To safeguard that procedures are in place regarding reporting of absences ensuring that correct staff ratios are maintained at all times.

4.1 Advising Holidays or other Absences

- 4.1.1 When staff wish to take holiday or are aware in advance that they may need to take sick or special leave they should complete a leave form. All requests will be reviewed by the Managing Teacher and bookings should not be made until approval has been confirmed.
- 4.1.2 In the case of unforeseen absence, the absent staff member should contact the Managing Teacher by 7.00am to discuss the reason for their absence. If the Managing Teacher is away or cannot be contacted, the absent staff member should contact the administrator.
- 4.1.3 To ensure cover is arranged on time, it is important that the administrator be spoken to directly. The staff member should also leave a message on the school answer phone.
- 4.1.4 The absent staff member **is to advise the Managing Teacher before 3.30pm** whether they will be returning to work the following day, or if the Managing Teacher is absent the administrator.

4.2.1 Absences Due to Impaired Road Conditions

- 4.2.1 In the event that road conditions are impaired due to ice or snow, affected staff members should contact the Managing Teacher by 7.00am. If the Managing Teacher is absent staff members should contact the administrator.
- 4.2.2. If there is a police alert on public safety advising people to stay at home or to return home due to impending bad weather or if Montessori is closed, then staff should stay at home or return home as necessary. If there is not a police alert then staff should discuss their options with the Managing Teacher.
- 4.2.3. When a staff member decides to stay at home, if there is an improvement in conditions, they should keep in contact with the Managing Teacher to discuss their options for a late start.
- 4.2.4 Salaried staff who cannot attend for work due to poor road conditions or due to school closure should discuss with the Managing Teacher how they can make-up lost time e.g. by working at home on planning or preparation.
- 4.2.5 The Managing Teacher will assess whether staff should be paid for absences due to poor road conditions according to whether staff have complied with the above guidelines.