

MEMORANDUM

To: All Staff

Date: 23rd February 2009

From: Headteacher

Ref: Staff Absences

Re: Staff Absences

Sickness

On the first day of absence you must make two telephone calls. One to your Assistant Headteacher before 7.30am and one to the School Business Manager: 0161 438 1872. Please do not ring the School Office.

Each day of sickness you must notify your Assistant Head/Line Manager if you are not fit enough for work that day.

When you feel you are able to return to work the next day please notify your Assistant Head/Line Manager before 2.30pm the day before you are planning to return to work.

On your return to work please notify the School Business Manager. Also complete a Self Certificate Form (available from staff room) or hand in a sick note from your GP to School Business Manager. Eight days absence or more including weekends and school holidays you will require a sick note from your GP. Failure to do both could affect your pay.

If you have three periods of absence in one term this will trigger a meeting with the Headteacher and School Business Manger.

Authorised Absences

If you need to be absent from School in Term Time you must complete an Authorised Absence Form (available from staff room) and have this authorised by your Line Manager/Assistant Head prior to the absence date. This form once authorised needs to be handed to the School Business Manger. Failure to do this could also affect your pay.