

**POLICY NO 22 Policy in relation to Staff Absences****Rev 08 DATE: 18.07.2022**

In accordance with HSE Regulations for Pre-School 2006, the Deputy Manager and Manager will make sure that all sections are covered and adhere to the adult/child ratios for particular age groups.

As a center, we will endeavor to ensure that specific ratios are maintained in each section/room, however on occasion it may be necessary as per the Pre-School Regulations, when organising cover that the Centre as a whole may be looked at rather than 'room numbers' specifically.

**Annual Leave**

As staff must apply for Annual Leave in advance, the Management team have time to forecast and plan cover. Only 1-3 staff can plan to take annual leave at any time. No leave can be given for the last week of August or the first 2 weeks of September unless otherwise agreed with the manager.

Once it offers something positive to the operations at Scamps, staff on fixed term or short hour contracts will be offered these extra hours first before a member of the relief panel will be contacted, if appropriate.

However, it may be necessary to devolve these relief or extra hours to some relief staff to ensure their continued employment with Scamps & Scholars. This will ensure that discretionary days leave can be facilitated and covered by this relief panel.

**Sickness**

A staff member must ring in sick as early as possible to allow adequate cover to be found. Preferably the staff member will ring or if necessary text the Deputy Manager by 8.30am on the morning that they are sick or by 5pm on the previous evening.

In the event that a staff member calls in sick, once it offers something positive to the operations at Scamps, a staff member on short hours will be contacted and thereafter a member of the relief panel will be contacted.

The Manager or Deputy manager will be available to cover in the event that no replacement staff can be found.

**Relief Panel**

The Manager and Deputy Manager will keep CV's updated for the relief panel, if this system is deemed to be useful in ensuring ratio's are maintained. In the event that an extra staff member is required and cannot be filled from existing staff, the relief panel will be contacted. In short notice circumstances the manager will decide which option to adopt, ensuring meeting the required ratio's is a priority.

Scamps & Scholars will also adhere to any minimum qualification requirements as detailed by current regulation.

**Floating Staff Member**

It may be determined that the center cannot rely on a panel of relief staff to cover the centers requirements and in such an instance the center may employ an additional staff member(s) that is not assigned to a specific room, but may be utilized to provide cover for staff absences. This arrangement may be put in place over a medium term or long term/permanent period.

**School holidays & Summer period**

In general, any additional hours over this period will be distributed on the date of employment list that operates in the centre and based on the information supplied on the availability form completed by individual staff.

However, it may be necessary to spread these relief or extra hours to some relief staff to ensure their continued employment with Scamps & Scholars. This will ensure that discretionary days leave can be facilitated and covered by this relief panel.

Staff will be asked to complete a form that denotes their availability for these periods and staff will be applied from these forms should the need arise.

Extended arrangements may be made annually, to accommodate staff on longer time contracts requesting time off for periods of the year. Such arrangements will only operate if sufficient cover can be put in place and such agreements are always temporary unless otherwise specifically stated or incurred by employment legislation.

**APPROVAL DATE:** \_\_\_\_\_

**IMPLEMENTATION DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
**(On behalf of the Board of Directors)**