



5. STAFF ABSENCES

Document Title:	Staff Absences
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Document Author:	YMCA Childcare, CB
Document Approved:	Paul McDonald
Person(s) responsible for developing, distributing and reviewing Policy	Paul McDonald Michelle Cullen
Person responsible for approving Policy	Paul McDonald
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This policy has been communicated to parents/guardians.

Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.

Relevant staff have received training on this policy.

Statement of Intent: The Service will not operate if the appropriate number of Staff is not available. The Service will always operate within the appropriate ratios. Rosters will clearly show staff absences and substitutions

Procedure: Staff are expected to report for work each day unless incapacitated by illness, absent with the prior permission of Management or otherwise unavoidably absent. It is essential that the Service has an adequate number of Early Years' Practitioners to care for the children. It is therefore essential that all employees adhere to the following in the event of personal illness.

Employees will:

- Employees suffering from a contagious illness should not work with children, i.e. gastro-enteritis, etc. and must inform the person in charge immediately.
- If unable to attend work employees must phone in and personally speak to the person in charge or a member of staff on reception on the day of absence by **7am**.

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- If an employee knows that they will be absent on the day before they should telephone and speak to the person in charge by 3pm.
- When speaking with Management employees should indicate the nature of illness, the possible duration and when they will return to work. It is also required that employees speak with Management either on the day of absenteeism or the day before they are due to return to work before the Service closes in order to confirm that they will in fact be returning to work. This will give management sufficient time to arrange cover if an employee is not fully recovered and is unable to return to work due to this fact.
- Emails, voice mails or text messages are not an appropriate way of conveying this information and to do so may invoke the disciplinary process.
- In the event of an employee being absent for **3** or more days, the employee will need to present a doctor’s certificate to Management which will include the **fit for work date written in by the doctor**.
- In the case of long-term illness, a certificate must be provided every 6 weeks unless an alternative agreement has been approved by Management.
- Management reserves the right to refer an employee to a doctor or Occupational Health Physician appointed and paid for by the Service, which may involve a medical examination. This may also be the case when an employee is returning to work after a prolonged or serious illness or where the employer may have concerns about the employee’s health and wellbeing.

Management will:

- Arrange for appropriate cover by contacting relief staff from the approved list.
- Ensure that all relief/temporary staff are suitably qualified and Garda vetted.
- Ensure that the Service's sick policy is adhered to.
- Ensure all employees will participate in a “Return-to-work interview” on their return to work from sick leave.
- Ensure that appropriate adult child ratios are met according to the Child Care Act 1991 (Early Years’ Services) Regulations 2016 at all times.

SERVICE TYPE:	AGE RANGE:	ADULT/CHILD RATIO:
FULL DAY CARE SESSIONAL CARE	0 – 1 YEAR	1:3
	1 – 2 YEARS	1:5
	2 – 3 YEARS	1:6
	3 – 6 YEARS	1:8

Where children are in mixed age group the following will apply in accordance with Tusla’s QRF October 2019.

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Room	Type of service	Age of Children (years)	Number of Children	Adult/child ratio	Adults required
Baby Room	Sessional	0 - 1	2	1:3	0.6
	Full Day	1 - 2	1	1:5	0.2
Total for baby room			3		0.8 = (1 adult)
Pre-School Room	Sessional	2 - 3	3	1:11	0.27
		1 - 2	3	1:5	0.6
	Full Day	2 - 3	6	1:6	1.0
		3 - 4	4	1:8	0.5
Total for Pre-School Room			16		2.37 = (3 adults)
Montessori Room	Sessional	3 - 6	11	1:11	1.0
	Full Day*	3 - 6	8	1:8	1.0
Total for Montessori Room			11		2.0 = (2 adults)
Total			30		5.17 = (6 adults)

Person in Charge: The Manager is the person in charge of the Service. In their absence the deputy will be in charge.

Signed: _____ **Date:** _____

Name:

Person responsible for approving the Policy

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