

Sickness, Bereavement and Compassionate Leave Policy

Staff well-being and health is of utmost importance to us at Belton Playgroup as employers.

In the case of illness, staff should produce the following documentation:

- a Self-Certificate for absences up to and including 7 calendar days
- a Medical Practitioner's Certificate (Fit Note) for absences over 7 days

In the event of persistent absences due to illness, Belton Playgroup may require the member of staff to be examined by a doctor appointed on behalf the Playgroup. In any event, Belton Playgroup reserves the right to have the member of staff medically examined at any time during employment for the purposes of establishing fitness to work and the member of staff agrees that the appointed doctor may communicate with their doctor where it is deemed appropriate.

In the case of a terminal illness of a close relative which means the staff member needs time off to care for them and in the case of bereavement Belton Playgroup will pay one full week's wage followed by one week equivalent to sick pay. After that the member of staff would need to follow the sickness procedure above.

If the member of staff is not able to qualify for sick pay Belton Playgroup will support them with unpaid time off for a further 2 weeks. If after that time the staff member is unable to return to work, they must talk to the Playgroup manager.

Belton Playgroup

This policy was adopted at a meeting of Belton Playgroup Association:

Held on: 26th April 2023

Signed on behalf of committee: *EWood*

Name and role of signatory: Emma Wood, Chair of committee

Review date: April 2024