



2-4 Brook Street
Luton, Bedfordshire
Tel: 01582 730510
www.trainingdepot.co.uk



Sickness Policy

All staff must report sickness to the Manager or the Deputy in charge. *(Please ensure you are aware of who is opening the Nursery at 7 a.m. to ensure you contact the correct member of staff).*

Sickness is to be reported on the previous evening if you are on 7am, 7:30am or 8am shift. If you have not rung the previous evening, YOU ARE EXPECTED TO COME in at 7am, 7:30am or 8am, until cover can be arranged unless it is an emergency.

If you are on 9am or later shift, sickness is to be reported at 7am to Nursery on Tel: 01582 730510.

Messages can be left on the Nursery telephone number if you will be unable to use the phone at 7am. If you are on an afternoon shift sickness is to be reported by **9.00 am**.

When reporting sickness you will need to telephone or text personally.

If reporting sickness by text **DO NOT TEXT BEFORE 6:30AM** unless it is an **EMERGENCY** and you will be unable to use a phone at 6:30am or later in the morning.

Please ensure you have contact numbers for all the staff who open up.

This policy forms part of your contract.

Reviewed in Jan 2019 By Mrs Sandhya Godhanian