

Live~Laugh~Love

Medicine and sickness policy

Staff

Staff taking medication;

Any staff who are or need to take any medication MUST inform management immediately and we will use our professional judgement as to whether it affects your work.

Any staff that do not abide by this or are caught taking any medications including non-prescribed medicines will be asked to leave the premises.

All medicines, including paracetomols, will be stored in the kitchen in a high cupboard.

Any staff with a sickness bug must refrain from Bambi’s for 48 hours after the last bout.

All staff must provide managers with a sick note from a certified doctor within 48 hours of receiving one. Upon your return you will be asked to fill in a return to work form.

As stated in staff contracts ALL staff are required to ***ring*** Lucy to report any sickness leave. If you are on an 8am shift you must ring by 6:30, if you are on a 9am shift you must ring by 7:30 stating the shift you are on and why you are not fit for work. Lucy MUST be rang and woken in able for her to arrange cover.

Staff attendance will be monitored on a month to month basis by Carla and Lucy and will be rewarded at monthly staff meetings. Any staff member that goes a whole year with no absence will receive an extra day’s holiday the following year. Any staff that has unacceptable attendance levels will receive a verbal warning then dismissal under misconduct in our disciplinary procedure.

Unacceptable attendance levels are as follows;

5 separate occasions or 10 days in any 12 month period.

If staff need to take a day off due to their own children being unwell, Carla and Lucy will take this into consideration when monitoring your attendance.

We understand the difficulty of balancing children and work therefore we will allow 2 days per month ***IF*** your child is ill before it will be counted towards your personal absence.

(This does not mean you are ‘allowed’ 2 days a month)