

Sick Leave Notification Policy

Purpose: To ensure the smooth operation of our facility and minimize disruption to our patients, it is essential that staff members provide timely notification in the event of illness or any unforeseen circumstances that prevent them from attending work. This policy outlines the procedure for notifying management of such absences.

Policy:

1. **Notification Timeframe:**

- Any staff member who is unable to attend work due to illness or any other unforeseen circumstance must notify their manager before 6:30 AM on the day of their scheduled shift.

2. **Methods of Notification:**

- Staff members can notify their manager through a phone call or text message.
- The preferred method of contact should be discussed and agreed upon with the manager in advance.

3. **Information to Provide:**

- When notifying the manager, staff members should provide the following information:
 - Name
 - Reason for absence (e.g., illness, family emergency)
 - Expected duration of absence (if known)

4. **Failure to Notify:**

- Failure to notify the manager by 6:30 AM may result in disciplinary action, up to and including termination, depending on the circumstances and frequency of such occurrences.
- Exceptions may be made in extreme circumstances, but these should be rare and will be evaluated on a case-by-case basis.

5. **Locum Staff and Rescheduling:**

- Early notification allows the management team sufficient time to reschedule patients and, if necessary, acquire locum or temporary staff to cover the absent staff member's duties.
- Staff members are encouraged to understand the importance of this policy in maintaining the quality of care and service to our patients.

6. **Return to Work:**

- Upon returning to work, staff members may be required to provide a medical certificate or other documentation, depending on the duration and reason for the absence.
- Staff members should communicate with their manager about their expected return date and any necessary accommodations or adjustments.





Review: This policy will be reviewed annually to ensure its effectiveness and relevance. Feedback from staff and management will be considered during the review process.

Acknowledgment: All staff members are required to read, understand, and acknowledge receipt of this policy. Any questions or clarifications should be directed to the HR department or immediate supervisor.

Policy written by Dr Pavan Amar Singh Bhogal GDC: 273704

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Updated Yearly

