

Absence Procedures Policy

In line with North Lanarkshire's policy, Stepps Primary Nursery Class aims to deliver a quality service and to ensure a high level of morale amongst employees

Specific to Stepps Primary:-

1. A return to work interview by the line manager and appropriate procedures and practice followed in line with North Lanarkshire's Policy. In order to initiate these procedures it would be best practice if the staff member reported to the Head Teacher by 8.45am on the day of return or in the case of job share teachers by 12.30pm.
2. Notification of staff absence cover budget will be displayed in the staff room.

In most cases, Senior Management will cover:

1. Hospital/dental appointments, however where possible appointments should be made at teacher's NCCT time or by arranging with other members of staff to change NCCT times to suit appointment
2. Head Teacher's discretion will determine arrangements for funerals and weddings. However, in some instances arrangement should be mutually agreed by staff members.

If financial circumstances permit a Supply Teacher will cover:

1. Unforeseen absence of a teacher
2. Funeral of a close relative i.e. Spouse, parent
3. House move

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