

STAFF ABSENCE PROCEDURE

If you are going to be absent from work for any reason you must contact us by emailing info@vipeducation.co.uk at least one hour before your scheduled start time on your first day of absence.

You must also inform the office that same day between 8.30am-8.45am using telephone number 01782 367219.

Messages received via text, Facebook, WhatsApp etc are NOT acceptable.

The above procedure must be followed for each day of your absence.

If you have provided a fit note (Statement of Fitness for Work) from your GP you do not need to contact us on the days that the note covers.

Please inform us as soon as you know on which day you will be returning to work.

On your return to work you will be required to complete a 'Back to Work' form with a member of the Senior Leadership Team.

If you have any queries about this procedure, please ask.

