PROCEDURE FOR UNPLANNED ABSENCE

Notifying the College:

Report your absence

- You must report your absence before 8:00am on the first day, regardless of the time you start work.
- Staff should report via the **'unplanned absence' electronic form** which also can be found in 'Staff Absence' on the Staff Dashboard.
- The form will prompt you to confirm that you have also notified your line managers – please ensure you have done so as per below.
- If you are unable to use the electronic form you can phone or email reception.
- Reception staff will arrange for your name to be added to the absence list, which is circulated via email to Support Staff Managers, CQT, Guidance Managers, SLT and their EAs, and the Student Attendance Team.
- If you are off and have not contacted the College, your line manager will notify HR, who will try to contact you to check you are alright. Failing that, HR will contact your emergency contact.

Notifying your line manager(s) of work to be covered

- All staff should also notify their line manager directly of their unplanned absence.
- If the member of staff will be missing lessons, tutorials, meetings or any other commitments, they must also speak to, or leave a clear message for, their line manager(s) giving clear instructions on what cover is required (e.g., work to be set) so the line manager(s) can make necessary arrangements.

Signing out of college

- If you need to leave college early you must use the **'sign out' electronic form** which can be found in 'Staff Absence' on the Staff Dashboard.
- Please also ensure you have notified you line manager as above.

Returning to work

Upon their return to work, a member of staff must:

- Notify the college of their return using the **'Return to work' electronic form** which can be found in 'Staff Absence' on the Staff Dashboard.
- This should be done by 8.15am on the day of return; this allows Reception to remove their name from the absence list. Until this is done, the member of staff will remain on the absence list and continue to be recorded as absent by HR.
- If you are unable to use the electronic form you can phone or email reception or let them know in person.

Do not forget to:

- Log in to Cintra self-service and complete the return to work declaration. **It is essential that this is done as soon as you return.** Your absence record automatically feeds directly in to your pay so if you do not complete your return to work declaration immediately, this will affect your pay.

September 2022

REPORTING YOUR ABSENCE VIA THE STAFF DASHBOARD

1. Upon opening the Staff Dashboard the icon "Staff Absence" will appear.
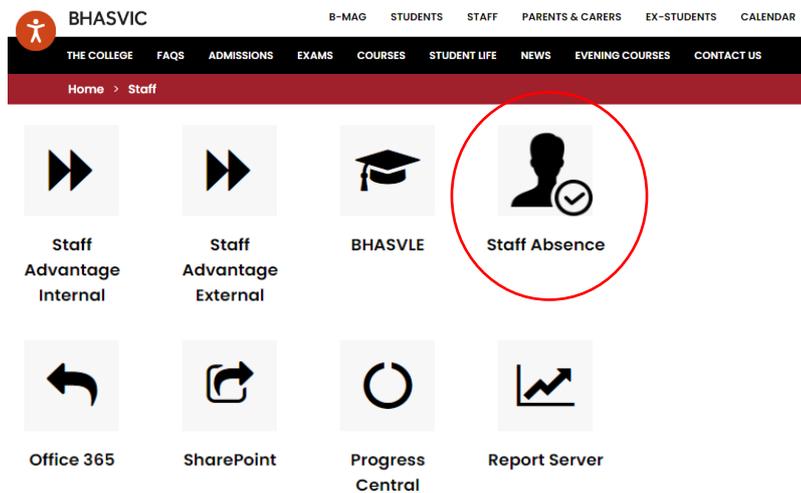
2. Click this icon and you will presented with the three options pertaining to unplanned absences:
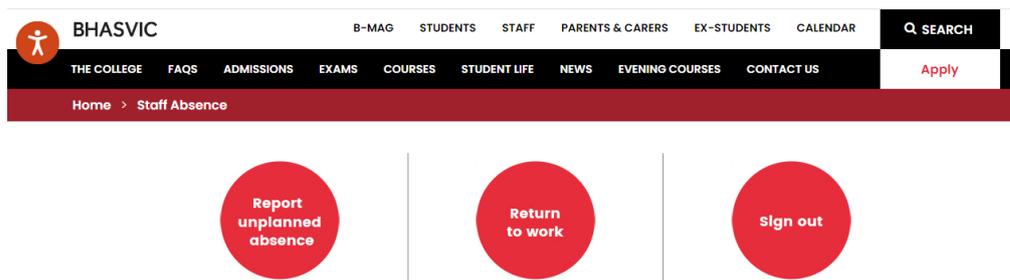
- To report your absence click on "Report unplanned absence" (this should be done by 8am)
- To notify the college of your return to work click "Return to work" (which must be done before 8:15am).
- Should you need to leave college early (for example, sickness / appointment, etc.), click "Sign out".

3. Complete the relevant form to report an absence (which will look like the one below) and click "Submit". You will receive an email notification to confirm your notification has been received.