

## **EDUCATORS - ABSENCES**

### **POLICY**

From time to time an educator may need or wish to take time off work. The Coordination Unit and parents need to be informed of the educator's intentions, while recognising that, as contractors, educators may determine their own work hours.

### **PROCEDURE**

1. Educator absences due to holidays, illness, etc will be unpaid.
2. Public holiday absences may be charged at the discretion of the educator, whether or not they are available to provide care on the day (see Fee Setting policy for more information).
3. Educators must notify families and the Co-ordination Unit as soon as possible of any absences. Alternate care arrangements, if required, may be organised by the Co-ordination Unit; parents should be informed that this is dependent on the availability of spaces either with other registered educators or at the Centre. No guarantee can be given.
4. Educators may be required to attend training in-services whilst on extended absences to maintain their registration requirements.
5. A medical certificate stating that the Educator is fit to care for children may be required following an absence of two weeks or more due to illness/injury.