

The DJ School Association

Annual leave, sickness, absence and lateness procedures

Annual leave

The secretary needs to be informed in writing at least one month in advance of the proposed holiday to ensure adequate cover can be found to meet the requirements of the business.

Sickness

In the event of sickness the Head of school needs to be contacted directly. As self certificate doctors not may be required for administration purposes.

Absence

In the event of unforeseen circumstances that prevents attendance the Head of School should be contacted as soon as is possible so alternative arrangements can be made.

Lateness

If you are aware you are late for work then the head of school mshould be contacted and appropriate time given for your arrival.

Failure to follow procedure may result in disciplinary action.