



Erne Integrated College

Caring Policy

October 2018

Signature of Chairperson of the Board of Governors	
Date Adopted by the Board of Governors	
Policy Review Date	



Erne Integrated College – Caring Policy

The Board of Governors and Senior Leadership Team at Erne Integrated College recognises that they have a responsibility for staff welfare, and that we need to deal consistently and sympathetically with staff problems particularly in the area of their domestic responsibilities.

Staff who require time off work to cover short-term domestic difficulties such as those associated with the care of sick or elderly parents and/or children of school age should be treated sympathetically.

However, we also recognise that we have a duty of care to all students of the College and we must ensure that we meet their needs on a daily basis with the appropriate level of staffing.

In drawing up this policy Erne Integrated College have sought advice from the Education Authority.

The college will, on a case-by-case basis permit 3 working days in a rolling year for caring leave (for example, if the 3rd instance of caring leave falls on 3 November 2018 caring leave will not be permitted again until 3 November 2019).

A request must be made but it is important to note that there is NO automatic entitlement. This leave is for emergency cases only and cannot be used for pre-planned days/appointments etc.

The Principal of Erne Integrated College will exercise discretion on an individual basis.

This policy will be implemented with immediate effect.

26/10/2018