



Working Together

Staff Cover Procedure

November 2016

History of Changes

Version	Description of Change	Authored by	Date
1.1	Revise review date to 3 years	D Kerr	December 2013
1.2	Date Changes	D Kerr	November 2016

Staff Cover Procedure

1.0 Procedure

1.1 This procedure sets out the process that should be followed during a period of staff absence in order to provide cover for the absence.

2.0 Scope

2.1 This procedure is intended to provide guidance to Managers in the event of a staff absence.

2.2 The procedure applies to all staff absences and if necessary further guidance can be obtained by contacting the HR Department.

3.0 Key Principals

3.1 In the event of a member of staff being absent on an unscheduled basis from work for up to two days, the line manager shall operate the following guidelines:

- Firstly, attempt to cover for the absence internally.
- If this is not possible, in the case of curricular staff, where classes have to be covered, the line manager shall arrange cover for the absence using suitable external personnel and notify the Head of HR for budgetary purposes.
- If this proves impossible, the line manager shall discuss the situation with his/her Vice Principal (or senior manager, in the case of support staff) or the Head of HR, and agree suitable further action.

3.2 If the absence is known to be for more than two days, or proves to be for more than two days, the line manager shall discuss the situation with his/her Vice Principal (or senior manager, in the case of support staff) or the Head of HR, and agree suitable further action.

4.0 Responsibilities

- 4.1 The Head of HR and Development is responsible for the implementation of this procedure.
- 4.2 Departmental managers are responsible for the application of this procedure within their specified areas of responsibility.

5.0 Related Documents

- 5.1 Employee Resourcing Policy
- 5.2 Sickness Absence Management Policy

6.0 Review

- 6.1 This procedure will be reviewed every 3 years or whenever is necessary in the meantime.

Equality Impact Assessment

(Rapid impact assessment tool)

What Impacts may there be from this proposal on any group's ability to use the College services?

Procedure: Staff Cover

Positive Impacts (Groups affected)	Negative Impacts (Groups affected)
This procedure provides guidance to managers to assist them with covering the absence of staff. This means that staff will understand that their absence will be covered if they have to be absent perhaps because of a disability or to follow a particular religious festival, therefore it will have a positive impact of these groups.	None
Actions taken to alleviate any negative Impacts: No negative impacts	
Recommendations: This procedure is agreed	

From the outcome of the rapid equality impact assessment, have negative impacts been identified for any protected characteristic or any other potentially disadvantaged group?

No

Has a full Equality Impact Assessment been recommended?

Yes

No

Reason for recommendation:

There are no negative impacts

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Status:
Policy Dated: November 2016
Author: Head of HR and Development
Review Date: November 2019
Equality Impact Assessed: May 2012