



## 12. Wellbeing days

Stepping Stones Preschool recognises the entitlement of a work life balance for all staff. It is committed to promoting positive mental, physical, and emotional wellbeing and will provide suitable support for all staff. It is recognised that taking action to prevent ill health and promote good health is part of the employer's duty of care. It also makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale, and productivity, which may disrupt or compromise student progress.

As part of its commitment to promoting positive mental, physical and emotional wellbeing, Stepping Stones Preschool will offer every permanent employee the opportunity to request paid leave of absence of up to three 'wellbeing days' per academic year dependant on contracted hours.

- All staff working at least 30 hours per week will receive one days paid leave per full term (maximum of 3 days per academic year)
- All staff working at least 20 hours, but less than 30 per week, will receive 2 full days over the course of the academic year.
- All part-time staff working at least 10 hours, but less than 20 per week, will receive one wellbeing day across the academic year.
- This procedure applies to all employees who have a permanent contract of employment at Stepping Stones Preschool.
- The opportunity to take a 'wellbeing day' as paid leave of absence is not a contractual entitlement, and it will not become incorporated into contracts of employment as either an express or implied term.
- The opportunity for permanent members of staff to take up to three day's leave of absence as a 'wellbeing day' is a discretionary benefit which will be reviewed annually by the management team.
- New staff will be eligible to join the scheme in the term following successful passing of their probation period.

### **PROCEDURE**

- Each employee team should request paid leave of absence for a 'wellbeing day' by completing a Wellbeing Absence Request form.
- A maximum of one 'wellbeing day' can be requested per full term.
- No further explanation is required regarding how the employee intends to spend their 'wellbeing day', although employees are strongly recommended to use the day for an activity which promotes their own individual health and wellbeing.
- Completed forms should be submitted to the Manager, Staff Manager or Deputy Manager for authorisation before the start of each full term.

- There is no provision in this policy and procedure to carry forward a 'wellbeing day' to the following term. For avoidance of doubt, this means that if a 'wellbeing day' is not taken in any term, for any reason, it cannot be carried over.
- Time is to be taken in full days only. It is not compulsory for employees to take these days, however there is no financial recompense or pay alternative if an employee chooses not to use their full allowance.

## **RESPONSIBILITIES**

- It is the responsibility of the authorising Manager to ensure that requests for 'wellbeing days' are managed in a way that does not cause a detriment to students or an unacceptable increase in the workload of staff colleagues who may have to provide cover.