

# DE LA SALLE COLLEGE



## ARRANGEMENTS FOR COVER POLICY

*“BY FAITH ABRAHAM, WHEN HE WAS TESTED, OFFERED ISAAC, AND HE WHO HAD RECEIVED THE PROMISES WAS IN THE ACT OF OFFERING UP HIS ONLY SON.”*

**HEBREWS 11:17**

Compiled by: The Head of College	Last Reviewed: June 2025
Policy Holder: Mr Dominic Townsend	Next Revision date: June 2026
Oversight Governor: Mrs Leesa Sale	Verification date: Lent term 2025

## Overview

This policy addresses the process and procedures relating to staff absence.

The basic principles behind this process are:

1. Mark White needs to be informed personally of proposed absences/cover requests. (*Appendix 1*)

If the absence is for illness, please notify Mark by 07:30

Telephone: 07829989604 E-mail: m.white@dls-jersey.co.uk

***In the event that Mark White is absent, please contact a member of SMT.***

2. A maximum of only 2 persons on any one day on Inset, trip, visit, etc. and/or personal reason. If a supply teacher cannot be engaged for INSET then it is unlikely to be sanctioned. Teaching staff will normally only be used to cover illness, etc. (This will not apply to Activities Week or Project Trident visits). Teaching staff can be expected to cover absent colleagues for a maximum of 38 hours a year (unless they are employed for a part of their timetable as cover staff).
3. Mark White reserves the right to cancel INSET or other activities, if too many staff are absent for unavoidable reasons.

## The Process

***ANY COVER REQUEST INVOLVES THE COMPLETION OF A "COVER REQUEST FORM".***

(*Appendix 2*)

### Route 1: Professional Reason

- a) Trips, visits, INSET etc. have to be approved by Jason Turner.
- b) Cover request to be discussed with Jason Turner.

### Route 2: Personal Reasons

- a) The ESC guidelines overleaf are used to determine whether periods of absence can be approved by Jason Turner.

In cases of anticipated absence (e.g., INSET), a supply teacher will normally cover the classes. It is the responsibility of the teacher to ensure that where anticipated absence is involved, that any supervision duties are exchanged with a colleague (*Appendix 4*).

The teacher who is on INSET must leave with Mark White the following information for each class:

1. Work to be completed in the lesson.
2. Names of staff providing cover for duties.

HODs are responsible for setting work if a member of staff is too ill to do so.

### **STAFF ILLNESS FORM**

Copies of the Leave of Absence and Staff Illness forms can be found on the Staff Room notice board. This form should be completed and returned to the Bursars Office (*Appendix 3*).

## Appendix 1 - ESC GUIDELINES FOR LEAVE OF ABSENCE

The information below does not indicate an entitlement but indicates what may be granted by the Headteacher subject to the needs of the service. Any deviation from the above minimum limits can only be granted by the Headteacher.

Absence	Paid	Not Paid	Refuse	Maximum Period
<b>COMPASSIONATE</b>				
Funeral of close relative	X			5 days
Funeral of a close friend	X			1 day
Illness of a family member	X			5 days
Continued illness of a family member		X		As agreed
<b>MEDICAL/DENTAL APPOINTMENT</b>				
In Jersey during work time	X			As agreed
Out of Jersey teacher or close friend	X			2 days
<b>PUBLIC SERVICE</b>				
Jury			X	Exempt
Service on Committees		X		As agreed
TA annual training camp	X			10 days
Educational lectures	X			As agreed
<b>WEDDINGS</b>				
Immediate family	X			2 days
Friends			X	
<b>MOVING HOUSE</b>				
	X			1 day
<b>GRADUATION CEREMONY</b>				
Immediate family	X			2 days
<b>INTERVIEWS</b>				
	X			As agreed
<b>OUT OF ISLAND VISITS</b>				
First day absence due to weather conditions	X			paid
Travel not corresponding to school holiday			X	
Prize holidays			X	
Accompany spouse on a trip			X	
<b>RELIGIOUS AFFAIRS</b>				
Attend religious ceremony required by religion	X			2 days
Study tour/Pilgrimage			X	
Ordination of Immediate family	X			2 days
Participate in religious event as delegate		X		2 days
<b>SPORTING/MUSICAL EVENT</b>				
Represent Island/national/ local/ International	X			3 days

## Appendix 2 - Cover Request Form



### De La Salle College

### Application for Leave of Absence (Secondary)

I would like to apply for leave of absence as detailed below.

Name:..... Position:.....

Date(s) required:.....

Number of days:  or Number of periods:

Reason for Requested Leave

INSET  *Complete INSET request before submission and attach*

Other  Please be specific :.....

**Please attach a copy of your appointment letter or text confirmation.**

Requested By: ..... Date: .....

Signature: ..... Date: .....

Application Approved by:

M White ..... Comments .....

Head of College: ..... Comments .....

Date: .....

With pay  Without pay

*Original to the Bursar's office when authorised*

Bursar's use only: Copy sent to applicant

Month of deduction: ..... Calculation & amount: .....

Month of deduction: ..... Calculation & amount: .....

Stdforms.appl0aFeb2017

- Please remember, it is your responsibility to arrange a replacement for any "duties".
- Once "cover" is agreed, it will be necessary for you to complete Cover Sheets to indicate the periods, classes and duties affected.

## Appendix 3 - Staff Illness Form (to be returned to the Bursars Office)



DE LA SALLE COLLEGE

STAFF ABSENCE FORM

NAME : \_\_\_\_\_

FIRST DAY OFF: \_\_\_\_\_ RETURNED: \_\_\_\_\_ NO OF DAYS : \_\_\_\_\_

REASON FOR ABSENCE: \_\_\_\_\_ DOCTOR'S CERT: Y / N

Signed by: Staff member \_\_\_\_\_ Head of Dept \_\_\_\_\_

*Note that a Doctor's certificate is required for an absence of 4 days or more due to illness- Teaching Staff only, all other staff 3 days or more. Return the completed form to the Bursar's Office*

Copies of the Leave of Absence and Staff Illness forms can be found on the Staff Room notice board.

## Appendix 4 – Cover Work

The following is presented as a method of making things easier for “covering” colleagues to access the work for a given class, and to free the notice board for staff-wide information.

- **Individual lesson plans, worksheets, etc. for a specific lesson**  
(Not a whole day’s work on one sheet)
- **Individually presented in a separate pack (a plastic wallet), with a clearly and appropriately labelled top sheet (e.g., the attached proforma)**
- **Placed in the appropriate slot**

### COVER WORK

COVER FOR....	PERIOD	DAY AND DATE	LOCATION	CLASS
LESSON OUTLINE/INSTRUCTIONS:				