

Staff Attendance & Sick Leave Notification Policy

Purpose

Our coaching programs rely on coaches arriving on time and being available for scheduled lessons. When a coach is unable to attend work due to illness or injury, we need as much notice as possible to organise replacement coaches and minimise disruption for our players and families.

This policy outlines the process for notifying management when you are unable to work.

Who this applies to

This policy applies to all coaches and staff employed by the business.

If You Are Sick or Unable to Attend Work

If you are unable to attend work because of illness or injury, you must:

1. **Phone your direct manager - Sean**
 - Notification **must be made by a phone call**.
 - Text messages, emails or messages through social media are **not** acceptable as the primary method of notification, except where you are physically unable to make a phone call. In those circumstances, send a text message and ask someone to call on your behalf if possible.
2. **Notify us as soon as reasonably practicable.**
 - Wherever possible, call **at least by 8am the morning of your scheduled afternoon shift. If you have a scheduled morning shift, please ensure you contact us the evening prior.**
 - If you become ill overnight or unexpectedly, call as soon as you become aware that you cannot attend work.
3. **Provide the following information:**
 - That you are unable to work due to illness or injury.
 - Whether you expect to miss only that day's shift or additional shifts (if known).
 - When you expect to provide an update on your fitness to return.

You are **not required to disclose your medical diagnosis or personal health details**, only enough information for us to manage staffing requirements.

During Your Absence

If your illness continues beyond the original expected return date, you must contact Sean each day (unless another arrangement has been agreed) to provide an update.

Medical Evidence

The business may request reasonable evidence of your illness or injury where permitted by workplace laws, including:

- absences of two or more consecutive working days;
- repeated short-term absences;
- absences immediately before or after weekends, public holidays or annual leave; or
- where otherwise reasonably required.

Acceptable evidence may include a medical certificate or statutory declaration.

Replacement Coaches

Once you have notified management, **do not contact players or organise your own replacement coach unless specifically requested to do so.**

Management will coordinate lesson cancellations, coach replacements and communication with families.

Fitness for Work

You should only attend work if you are fit to safely perform your coaching duties.

If you are experiencing symptoms that may affect your ability to coach safely or may expose players or colleagues to illness, please remain at home and notify management in accordance with this policy.

Failure to Follow This Process

Failure to follow the notification process without a reasonable explanation may result in delays to leave approval, payroll processing or disciplinary action where appropriate.

The business understands that genuine emergencies can occur, and each situation will be considered on its individual circumstances.

Key Principles

- Call Sean — don't send a text (unless you genuinely cannot call).
- Call as early as possible.
- Give enough information for us to plan the day.
- Keep management updated if your absence continues.
- Management will organise replacement coaches and communicate with players.