
Staff Opportunities and Expectations Policy

Policy Area	Staff Opportunities and Expectations Policy
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Leave:

- Full Time Staff are allowed 20 days annual leave and may apply for other forms of leave as relevant and allowed under the terms and conditions of employment.
- All part-time staff can take leave based on the 8% rule, that is 8 hours annual leave per 100 hours work. Although these hours must be worked up, leave can be taken provided it does not run over 20 days holidays as per full time staff.
- The 8% calculation may have to be applied to a staff members hours should their standard hours change during the calendar year. The same process will be followed as outlined above.
- All details pertaining to leave allowances are covered in the contract of employment issued to staff on commencement of employment within the centre.

Attendance:

- Staff members are expected to be punctual and to arrive at the centre with sufficient time to be in their designated work area at the commencement of their shift.
- Staff members must sign in on the roster which is located adjacent at the office on arrival at work in the morning and on finishing in the evening and for breaks & lunch.
- Staff members are given breaks according to the Working Time Act 1997. Breaks will be rostered; however scheduled times may be altered to meet the needs of the centre.
- Staff must have permission from the Manager or section supervisor to leave the centre on any occasion other than a set break
- Staff must complete the roster daily to reflect their working day. Time sheets to reflect the week worked should be completed at the end of every week and handed into the office. Both the roster and time sheet should be signed off by the staff member and / or supervisor as required. It is the staff members responsibility to ensure that they complete and accurate time sheet and hand same into the office in a timely manner. Payment of wages, which is normally processed on a Monday morning, are made via such a timesheet. Meeting hours, POD meetings, General staff meetings & staff committees:
- Staff members are expected to participate in utilizing an individual meeting hour to carry out any administration matters to do with the operation of the room that they are working in. They may also be required to participate in POD meetings for the different sections in operation in our service e.g. Wobblers, Toddlers and Preschool etc.
- Staff will also be allocated to a staff committee which is tasked with an area of operation or development for the center. Staff are welcome to participate on these committees but can also choose not to. Time for such meetings will be paid in the normal manner through wages.
- General staff meetings will also be held 2-3 times a year and staff attendance are required.
- If any meeting is not attended, payment for same will not be granted.
- Staff members will be required to demonstrate the work carried out at such meetings in an appropriate formal.

Sick leave:

- Staff members are entitled to 7 days sick leave per calendar year. After two successive days off sick, a medical note will be required.
- Staff must speak to the Centre Manager or Deputy Manager in the event of being too ill to attend work, indicating the nature of the illness, whether the leave is going to be certified by a doctor and the likely day of return.

- This time off will be recorded in the time sheets by the supervisor of the section.
- Certificates of illness must be submitted to the centre administrator on return to work if applicable (after a three-day absence).
- In the event of a staff member having to leave work early due to illness, they must speak to the centre manager or section supervisor in order to get permission to leave the centre, the time missed will be recorded on the time sheet by the supervisor.
- In all periods of illness the Centre may request and has the right to require an independent medical examination and report on the fitness of the employee from Centre's own medical physician.
- If staff members are applying for a position/promotion, full account is taken of their health and the extent of their sick absence.
- Upon return to the centre, back to work interviews may be conducted with the Manager.
- Any absence from work due to illness must be communicated verbally where possible or via SMS to the deputy manager and to do so in a timely manner that allows time to appropriate cover for your absence from the workplace.

Annual leave:

- A leave request form must be completed and submitted to the Management for annual leave.
- A minimum of a weeks' notice is required when requesting annual leave, but all requests will be considered.
- Only 1 or 2 staff members may be absent on the same day.
- Annual Leave is granted at the discretion of the Manager / Deputy Manager
- While every effort to accommodate requests for annual leave, in the event of a number of people requiring the same days or short notice being given, the leave may not be granted if there will be a difficulty in staffing the centre and/or sourcing relief staff.
- Annual leave for a staff member must be recorded on the weekly time sheet.
- There are 3 weeks of the year that have been blocked off and no holidays can be taken, these are: Last week in August and First two weeks in September.
- Other than Bank Holidays, normal closure days throughout the year include Christmas Eve and the days between St. Stephen's Day and New Year's Day;
- Holidays should be taken to suit the business requirements.
- All sick leave (paid or unpaid) must be demonstrated on the staff members weekly timesheet(s).

Time in lieu:

- Time in lieu should only be worked up by employees attending approved training/meetings or-in the event of staff shortages -a staff member agreeing with the Manager or supervisor to cover some extra time and with prior approval of the Management
- Extra time must be recorded on the time sheet on the day it is worked or the following Monday if worked at a weekend.
- Time in lieu can only be taken with approval of the centre Manager or Deputy Manager torc.CFRC
- It is preferable that staff take time in lieu at a time when it suits the centre in terms of staffing.
- As with annual leave, a request for taking time-in-lieu may be turned down if it causes staffing difficulties for the centre.
- Time in lieu taken by a staff member must be recorded on the weekly time sheet.
- Time in lieu can only be worked up to 2 days maximum and then beyond this must be paid.
- Time in lieu should normally not incur double cover if a staff member is choosing to utilise same.

Other leave:

- Applications for all other forms of leave as outlined in the terms of employment must be made in writing to the management of the centre giving a minimum of one months' notice apart from force majeure leave. A printout of all leave is given to staff monthly and all queries are directly to administrator.

Dress Code

As well as acting in a responsible and professional manner all employees are expected to present an image that is in keeping with the nature of the work. The Centre works with a wide variety of audiences including the general public, statutory agencies, and other voluntary and community organisations. To assist employees and volunteers to present an appropriate image when at work the following guidelines set out a basic standard of dress:

- Present a neat, well-groomed appearance and extremes are to be avoided
- Smart casual co-ordinates are acceptable
- Examples of inappropriate dress include football jerseys/shirts, leggings, shorts, and track suits
- Appropriate footwear is also important.

Employee Behaviour

It essential that all employees are courteous, helpful, well presented and co-operative to the general public, the clients of torc.CFRC and their co-workers and volunteers in the course of carrying out their duties. torc.CFRC also recognises the right of employees to be treated with dignity in the workplace.

Media

Employees of torc.CFRC may not give interviews, issue press release statements or other materials for publication about the organisation or its work without the knowledge and consent of the Voluntary Board of Directors.

Employee's Property

torc.CFRC is not responsible for loss or damage to an employee's property on its premises. Employees should report all property lost or found to the Administrator or to the Voluntary Board of Directors.

Revision No.	Approval Date	Document Reference and Changes Made	Name