

# Memo

TO: All Staff  
FROM: Gillian  
DATE: 30.06.20  
RE: Absence forms

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From 1<sup>st</sup> June 2020 we are returning to the monthly reporting on staff absence procedure.

If you were available for work and were off work on any dates including 1<sup>st</sup> June to the end of term eg because of illness, bereavement or dependency leave please complete absence forms for those dates.

Payroll will be sent next week and forms for June 2020 should be completed and returned to Dawn by 7.7.20. Forms for July absence will need to be completed and handed to Dawn on the last day of term (21.7.20)

Staff who were not available for work and who do not have a shielding letter for themselves will also need to complete absence forms for June and July on the dates above.

Please ring the office if you have any queries.

Thank you

Gillian