



Planned Absence

A leave of absence form (located in your Work Zone documents) must be completed and emailed to your Line Manager [Lesson Administrator](#) or [Head Coach](#) and must include the name(s) of the teacher(s)/coach(es) cover for all sessions during your absence. Three weeks' notice is the minimum time required however, under exceptional circumstances short notice leave will be considered.

Unplanned absence

If you are unable to teach/coach at short notice, you must contact your line manager urgently, before you're due to work. You must endeavour to find cover and then notify your line manager as soon as possible of your absence and the name of the cover teacher/coach. You are still required to submit a leave of absence form so the Club has record of your absence and cover teacher/coach.

Cover

1. Contacts:

- a. On joining CSCSC, you are invited to join the Teachers or Coaches WhatsApp group. As a member of the Teachers' WhatsApp group, you are able to contact other staff members to find cover.
- b. It is not compulsory to join the WhatsApp group. If you prefer not to be in the WhatsApp group, you can discuss with your line manager alternative solutions to help you arrange cover whenever you are unavailable, whether for planned absence (e.g. holiday) or unplanned absence, (e.g. sickness).
- c. The contact details of CSCSC employees are confidential information and is only available to CSCSC employees. Under no circumstance are any details to be communicated.

2. Finding cover:

- a. Use the WhatsApp Groups or contact colleagues with any cover request
- b. Please be considerate to your colleagues:
 - i. Contact them only between the hours of 9:00am and 8:00pm
 - ii. If texting, put your name at the end of the text
- c. Once cover is confirmed, contact the teacher/coach directly (outside the group) to ensure you give the following information:
 - i. The time, date and venue details for the session being covered
 - ii. A list of all stages/squads to be covered, (when teaching - clearly indicating whether the lesson is taught in the water or from the poolside)
 - iii. The session plan for coaches or the week number in the teaching matrix
- d. Send a Leave of Absence form to your line manager - without this, your cover may not be paid.

3. Agreeing to cover:

- a. Communicate with the colleague you are covering to ensure they submitted a leave of absence form to your line manager and any other queries you may have about their swimmers.
- b. Please ensure you bring to the session:
 - i. A session/lesson plan for each squad/stage being taught
 - ii. Appropriate CSCSC uniform
 - iii. Swim kit if you are required to be in the water
- c. If you agree to cover a session and later find you are unable to do so, please note:
 - i. It is *your* responsibility to find replacement cover, *not* the teacher/coach whom you originally agreed to cover.
 - ii. You must inform your line manager and confirm the name of the teacher/coach who will cover instead of you and submit a leave of absence form.

All absence and cover requires a leave of absence form completed and submitted to your line manager. We do not wish to penalise employees who have covered lessons but must ensure all employees are adhering to processes. Please communicate with one another, it is your responsibility.