ABSENCE MANAGEMENT PROCEDURE

At Wibli Wobli Nursery we encourage all our employees to maximise their attendance at work while recognising that employees will, from time to time, be unable to come to work due to sickness. By implementing this policy, we aim to strike a reasonable balance between the pursuit of our business needs and the genuine needs of employees to take occasional periods of time off work because of sickness. This policy and procedure establishes a framework to support individuals and the organisation in times of sickness absence. It ensures that appropriate and consistent advice is provided and that assistance and support is offered to employees and, where necessary, action is taken.

Principles
We aim to provide a healthy working environment and demonstrate commitment to health, safety and the welfare of staff in order to maximise attendance.

Management is responsible for regularly monitoring and taking appropriate action in connection with sickness and other unplanned absence.

Exclusion periods for contagious illnesses
Working with children means that you are in contact with illnesses which can be highly contagious. We take the health of children and staff very seriously; therefore, if you have any contagious illness you must adhere to the same exclusion periods as children. This will ensure that you are able to recover appropriately and that this illness is not passed on to other staff, children or parents. The manager will advise you of any exclusion times required (see the sickness and illness and infection control policies).

Sickness absence reporting procedure
Reporting sickness absence should be done using the following guidelines. Failure to follow these guidelines could delay any sick pay due to you and could possibly result in disciplinary action.

On your first day of absence, you must:

- Telephone the nursery and speak to the manager
- Give brief details of your illness and your expected length of absence.
- Telephone and speak to someone yourself. Text messages and emails are not an acceptable form of communication for this purpose. Contact someone within one hour of your normal start time. If you are due to start at 7:30am then please contact the manager at least half an hour before your shift is due to start.

If you have been unable to determine how long the absence will last, you must contact the manager at 4pm that day to inform them of the following day's attendance.

On returning to work you must complete a copy of the ‘Employee’s statement of sickness self-certification form’. This should be signed by nursery management.

For absences of more than seven consecutive days, including the weekend/non-working days you must provide a 'fit note' completed by a qualified medical practitioner for the period of absence.

After returning to work from any sickness absence leave, a 'return to work' interview may be undertaken by the employee and line manager. This will not happen in all circumstances, and we may hold such meetings at our discretion. However, such meetings will normally be held in the following circumstances:

- Where the absence has exceeded 14 days
- Where the nature of the illness means that duties on return to work may need to be altered and clarification and/or consultation is required
- Where a member of staff has had two or more absences in 12 weeks.

During the return to work interview the following will be discussed:

- The reason for absence
- Whether adjustments to the role (on a temporary or more permanent basis) are required and what they are. These might include adjusted work patterns, start and finish times and changes of duties
- Future requirements and expectations, e.g. improved attendance
- The return to work interview should be recorded and signed by both the manager and employee and a copy attached to the employee's file.

Where an employee's attendance record gives cause for concern because of the duration or frequency of absence, this should be brought to the attention of the employee through a discussion with the manager.

Throughout any stage of discussions on sickness absence, employees may be accompanied by a work colleague.

The abuse of sick leave and pay regulations may be classified as misconduct and will be dealt with through the disciplinary procedure.

Frequent and/or persistent short-term sickness absence

Short-term absence may be short periods of one or two days occurring frequently.

Absence of this nature can be identified by one of the following indicators and should be classed as a trigger:

- Four self-certified spells of absence in one calendar year
- A total of 10 working days or more of self-certified absence in one calendar year
- Patterns of absence over a period, e.g. an individual regularly taking Mondays or Fridays off
- Where an employee's attendance record is significantly worse than those of comparable employees, or absence problems have gone on for a considerable length of time.

Long-term sickness absence

For the purposes of the policy, long-term sickness absence is defined by the nursery as absences lasting over one month.

Where absences have lasted over 10 working days or more, the manager should contact the member of staff concerned to obtain an initial assessment of the problem and to offer any further help or assistance.

At this point and where felt appropriate after further assessment of the problem, the manager will arrange a face-to-face meeting or telephone conference between themselves and the member of staff. The meeting should:

- Seek to confirm the reasons and nature of the absence and its likely duration
- Ensure that the member of staff is aware of the nursery's concern regarding their health and necessary absence from work
- Consider offering alternative duties or a shorter working week if this would enable a quicker return to work subject to medical advice
- Give consideration to any personal problems being encountered and discuss possible ways of helping the individual resolve these
- Advise the member of staff that in their best interests they may be asked to see a registered medical practitioner or occupational health provider appointed by the nursery to enable a medical report to be prepared
- Alternatively, and if appropriate, gain agreement from the member of staff to contact their doctor or specialist in order to establish the likely length of absence and the long-term effect on capability in relation to job performance and attendance at work.

If all other avenues have been investigated, the absence continues or, following return to work, the attendance record does not improve, a subsequent meeting should be arranged. At this point, unless there are reasonable grounds to believe there will be an improvement in the foreseeable future, the manager should inform the member of staff that long-term sickness absence due to ill health may put their employment at risk and the possibility of termination by reason of capability or suitability to work with children might have to be considered, taking into account any medical information available.

The position will be reviewed periodically and ultimately it may become necessary from a business perspective to consider termination of employment. In these circumstances, the nursery will:

- Review the employee's absence record to assess whether or not it is sufficient to justify dismissal
- Consult the employee
- Obtain up-to-date medical advice through the employee's GP and/or occupational health
- Advise the employee in writing as soon as it is established that termination of employment has become a possibility
- Meet with the employee to discuss the options and consider the employee's views on continuing employment
- Review if there are any other jobs that the employee could do prior to taking any decision on whether or not to dismiss
- Allow a right of appeal against any decision to dismiss the employee on grounds of long-term ill health
- Arrange a further meeting with the employee to determine any appeal
- Following this meeting, inform the employee of its final decision

- Act reasonably towards the employee at all times.

Any decision to terminate employment will be taken by the nursery owner, making sure the capability procedure has been exhausted.

Occupational health
The nursery reserves the right to request employees to attend an appointment with an Occupational Health Advisor (e.g. consultant, GP) during their employment, if it is reasonably deemed necessary due to sickness absence, changes in health or the role, or where it is necessary to seek an expert medical opinion as to whether or not the employee can fulfil their job role or whether any reasonable adjustments should be made to the employee's role.

The nursery will seek to engage the services of an independent Occupational Health Advisor in situations where expert medical opinion is required and work with them to identify the best course of action in circumstances of sickness absence.

Access to medical records
The Access to Medical Records Act 1988 gives individuals the right of access to medical records relating to themselves which have been prepared by a medical practitioner for employment purposes. The Act provides that:

- Employers must gain the consent of employees before requesting reports from medical practitioners
- Employers must inform employees of their rights in respect of medical reports
- The employee has the right of access to the report before the employer sees it, provided appropriate notification is given
- The employer is responsible for notifying the medical practitioner that the employee wishes to have access
- The employee may ask for a report to be amended or may attach a statement to the report
- Having seen the report, the employee may wish to withhold consent to it being supplied.

Where the nursery requests further medical information about the health of staff from an individual's General Practitioner or Specialist, or its own occupational health provider, the provisions of the Act will be followed.

Throughout any interviews regarding sickness absence, staff are entitled to the support of and/or representation by a work colleague or recognised trade union representative.

Sick Pay
Statutory Sick Pay (SSP) will be paid in accordance with Department for Work and Pensions requirements. The nursery will maintain records of whether absence forms part of a linked 'period of incapacity for work' (PIW) and, if so, how much SSP entitlement has been used in the current PIW, as well as record keeping that all SSP entitlement has been paid correctly.

Annual leave and sick pay
Where an employee falls sick or is injured while on annual leave, the nursery will allow the employee to take sick leave and take the annual leave at a later time. This policy is subject to the following strict conditions:

- The total period of incapacity must be fully certificated by a qualified medical practitioner
- The employee must contact the manager as soon as he/she knows that there will be a period of incapacity during the pre-planned annual leave in accordance with the Sickness Absence Reporting Procedure
- The employee must submit a written request no later than five days after returning to work setting out how much of the annual leave period was affected by sickness and the amount of leave that the employee wishes to take at another time
- Where the employee is overseas when he/she falls sick or is injured, evidence must be produced that the employee was sick by way of either a medical certificate or proof of a claim on an insurance policy for medical treatment received at the overseas location.

Where the employee fulfills all of the above conditions, we will allow the employee the same amount of annual leave as the amount lost due to sickness or injury.

Sickness or injury shortly before a period of planned holiday
If an employee is ill or is injured before the start of a period of planned annual leave, we will agree to the employee postponing the annual leave dates to another mutually agreed time. Any period of sickness absence will then be treated in accordance with the employer's normal policy on sickness absence.

The employee must submit a written request to postpone the planned annual leave and this must be accompanied by a letter from his/her doctor confirming that he/she is unfit to take the annual leave.

Replacement annual leave dates
Where it is agreed that an employee can take replacement annual leave at a later time, the employee should nominate replacement annual leave dates as soon as possible, with the dates being subject to the agreement of the employee's line manager in the usual way.

Employees should endeavour to take any replacement annual leave within the same holiday year as the days lost as a result of sickness or injury. In the event that part or all of the annual leave is lost due to incapacity towards the end of the nursery's holiday year and there is insufficient time left during that year for the replacement annual leave to be taken, the employee will be permitted to carry over the replacement annual leave to the next holiday year. However, this leave must be taken as early in the new holiday year as possible.

This policy was adopted on	Signed on behalf of the nursery	Date for review
27/10/2026	*L.George*	*10/2027*

GWEITHDREFN RHEOLI ABSENOLDEB

Ym Meithrinfa Wibli Wobli rydym yn annog ein holl weithwyr i wneud y mwyaf o'u presenoldeb yn y gwaith tra'n cydnabod na fydd gweithwyr, o bryd i'w gilydd, yn gallu dod i'r gwaith oherwydd salwch. Trwy weithredu'r polisi hwn, ein nod yw taro cydbwysedd rhesymol rhwng mynd ar drywydd ein hanghenion busnes ac anghenion gwirioneddol gweithwyr i gymryd cyfnodau achlysurol i ffwrdd o'r gwaith oherwydd salwch. Mae'r polisi a'r weithdrefn hon yn sefydlu fframwaith i gefnogi unigolion a'r sefydliad ar adegau o absenoldeb salwch. Mae'n sicrhau bod cyngor priodol a chyson yn cael ei ddarparu a bod cymorth a chefnogaeth yn cael eu cynnig i weithwyr a, lle bo angen, bod camau'n cael eu cymryd.

Egwyddorion
Ein nod yw darparu amgylchedd gwaith iach a dangos ymrwymiad i iechyd, diogelwch a lles staff er mwyn sicrhau'r presenoldeb mwyaf posibl.

Mae'r rheolwyr yn gyfrifol am fonitro a chymryd camau priodol yn rheolaidd mewn perthynas â salwch ac absenoldeb arall heb ei gynllunio.

Cyfnodau gwahardd ar gyfer afiechydon heintus
Mae gweithio gyda phlant yn golygu eich bod mewn cysylltiad ag afiechydon a all fod yn heintus iawn. Rydym yn cymryd iechyd plant a staff yn ddifrifol iawn felly os oes gennych unrhyw salwch heintus rhaid i chi gadw at yr un cyfnodau gwahardd â phlant. Bydd hyn yn sicrhau eich bod yn gallu gwella'n briodol ac na fydd y salwch hwn yn cael ei drosglwyddo i staff, plant na rhieni eraill. Bydd y rheolwr yn eich hysbysu o unrhyw amserau gwahardd sydd eu hangen (gweler y polisïau salwch a salwch a rheoli heintiau).

Gweithdrefn adrodd ar absenoldeb oherwydd salwch
Dylid adrodd am absenoldeb oherwydd salwch gan ddefnyddio'r canllawiau canlynol. Gallai methu â dilyn y canllawiau hyn oedi unrhyw dâl salwch sy'n ddyledus i chi a gallai arwain at gamau disgyblu o bosibl.

Ar eich diwrnod cyntaf o absenoldeb, rhaid i chi:

- Ffonio'r feithrinfa a siaradwch â'r rheolwr dyletswydd
- Rhoi disgrifiad byr o'ch salwch a pha mor hir rydych yn disgwyl bod yn absennol.
- Ffonio a siarad â rhywun eich hun. Nid yw neges destun ac e-byst yn ffurf dderbyniol o gyfathrebu at y diben hwn. Cysylltwch â rhywun o fewn awr i'ch amser dechrau arferol. Os ydych i fod i ddechrau am 7: 30am yna cysylltwch â'r rheolwr dyletswydd o leiaf hanner awr cyn y bydd eich sifft yn dechrau.

Os nad ydych wedi gallu pennu am ba hyd y bydd yr absenoldeb yn para, rhaid i chi gysylltu â'r rheolwr erbyn 4pm ar y diwrnod hwnnw i roi gwybod iddo a fyddwch yn gallu dod i'r gwaith y diwrnod canlynol.

Unwaith ichi ddychwelyd i'r gwaith, rhaid i chi gwblhau copi o ffurflen hunan-ardystio "Datganiad Cyflogai ynghylch Salwch". Dylai rheolwr y feithrinfa lofnodi'r ffurflen hon.

Ar gyfer absenoldebau o fwy na saith diwrnod yn olynol, gan gynnwys y penwythnos/diwrnodau ble nad ydych yn gweithio, rhaid i chi ddarparu 'nodyn ffitrwydd' a gwblhawyd gan ymarferydd meddygol cymwys ar gyfer y cyfnod absenoldeb.

Ar ôl dychwelyd i'r gwaith o unrhyw absenoldeb salwch, gallai cyfweliad dychwelyd i'r gwaith gael ei gynnal rhwng y cyflogai a'r rheolwr llinell. Ni fydd hyn yn digwydd o dan bob amgylchiad, ond disgwylir o dan yr amgylchiadau canlynol:

- Lle mae'r absenoldeb wedi bod yn fwy na 14 diwrnod
- Lle mae natur y salwch yn golygu y bydd angen newid dyletswyddau ar ôl dychwelyd i'r gwaith a bod angen eglurhad a / neu ymgynghori
- Lle mae aelod o staff wedi cael dau absenoldeb neu fwy mewn 12 wythnos.

Yn ystod y cyfweliad dychwelyd i'r gwaith, trafodir y canlynol:

- Y rheswm dros absenoldeb
- A oes angen addasiadau i'r rôl (ar sail dros dro neu fwy parhaol) a beth ydynt. Gallai'r rhain gynnwys patrymau gwaith wedi'u haddasu, amserau dechrau a gorffen a newidiadau mewn dyletswyddau
- Gofynion a disgwyliadau yn y dyfodol, e.e. gwell presenoldeb
- Dylai'r cyfweliad dychwelyd i'r gwaith gael ei gofnodi a'i lofnodi gan y rheolwr dyletswydd a'r gweithiwr a rhoi copi yn ffeil y gweithiwr.

Lle mae cofnod presenoldeb cyflogai yn peri pryder oherwydd hyd neu amlder yr absenoldeb, dylid tynnu sylw'r cyflogai at hyn drwy drafodaeth gyda'r rheolwr.

Drwy gydol unrhyw drafodaethau ar absenoldeb salwch, gall cydweithiwr fod yn bresennol gyda gweithwyr.

Gall camddefnyddio rheoliadau absenoldeb salwch a chyflog gael ei ystyried yn gamymddygiad a bydd yn cael ei drin drwy'r weithdrefn ddisgyblu.

Absenoldeb salwch tymor byr cyson a / neu barhaus

Gall absenoldeb tymor byr fod yn gyfnodau byr o ddiwrnod neu ddau yn digwydd yn aml.

Gellir nodi absenoldeb o'r math hwn gan un o'r dangosyddion canlynol a dylid ei ystyried yn sbardun ar gyfer trafodaeth bellach:

- Pedwar cyfnod o absenoldeb hunan-ardystiedig mewn un flwyddyn galendr
- Cyfanswm o 10 diwrnod gwaith neu fwy o absenoldeb hunan-ardystiedig mewn un flwyddyn galendr
- Patrymau absenoldeb dros gyfnod, e.e. unigolyn sy'n cymryd dydd Llun neu ddydd Gwener i ffwrdd yn rheolaidd
- Lle mae cofnod presenoldeb gweithiwr yn llawer gwaeth na chofnodion cyflogeion tebyg, neu mae problemau absenoldeb wedi mynd ymlaen am gyfnod sylweddol o amser.

Absenoldeb salwch hirdymor
At ddibenion y polisi, diffinnir absenoldeb salwch hirdymor gan y feithrinfa fel absenoldebau sy'n para dros fis.

Lle mae absenoldebau wedi para dros 14 diwrnod calendr neu fwy, dylai'r rheolwr dyletswydd gysylltu â'r aelod o staff dan sylw i gael asesiad cychwynnol o'r broblem ac i gynnig unrhyw gymorth neu gymorth pellach. Gellir cynnal y cyswllt anffurfiol hwn gyda chytundeb y gweithiwr, hyd nes y bydd un mis o absenoldeb parhaus.

Ar y pwynt hwn a lle y teimlwyd ei bod yn briodol ar ôl asesu'r broblem ymhellach, bydd y rheolwr yn trefnu cyfarfod wyneb yn wyneb neu sgwrs ffôn rhyngddynt hwy a'r aelod o staff. Dylai'r cyfarfod:

- Ceisio cadarnhau rhesymau a natur yr absenoldeb a'i hyd tebygol
- Sicrhau bod yr aelod o staff yn ymwybodol o bryder y feithrinfa ynghylch ei hiechyd a'i habsenoldeb angenrheidiol o'r gwaith
- Ystyriwch gynnig dyletswyddau amgen neu wythnos waith fyrrach pe byddai hyn yn galluogi dychwelyd i'r gwaith yn gyflymach yn amodol ar gyngor meddygol
- Ystyried unrhyw broblemau personol sy'n dod i'r amlwg a thrafod ffyrdd posibl o helpu'r unigolyn i ddatrys y rhain
- Rhoi gwybod i'r aelod o staff, er eu lles, y gellir gofyn iddynt weld ymarferydd meddygol cofrestredig neu ddarparwr iechyd galwedigaethol a benodir gan y feithrinfa i alluogi paratoi adroddiad meddygol.
- Fel arall, ac os yw'n briodol, cael cytundeb gan yr aelod o staff i gysylltu â'u meddyg neu arbenigwr er mwyn canfod hyd tebygol yr absenoldeb a'r effaith hirdymor ar allu mewn perthynas â pherfformiad swydd a phresenoldeb yn y gwaith.

Os ymchwiliwyd i'r holl opsiynau eraill ac mae'r absenoldeb yn parhau neu, ar ôl dychwelyd i'r gwaith, nid yw'r cofnod presenoldeb yn gwella, dylid trefnu cyfarfod dilynol. Ar y pwynt hwn, oni bai bod sail resymol dros gredu y bydd gwelliant yn y dyfodol rhagweladwy, dylai'r rheolwr hysbysu'r aelod o staff y gall absenoldeb salwch hirdymor roi eu cyflogaeth mewn perygl ynghyd â'r posibilrwydd o derfynu cyflogaeth oherwydd bod rhaid yn awr ystyried gallu neu addasrwydd i weithio gyda phlant a chymryd i ystyriaeth unrhyw wybodaeth feddygol sydd ar gael.

Bydd y sefyllfa'n cael ei hadolygu o bryd i'w gilydd ac yn y pen draw gall fod yn angenrheidiol o safbwynt busnes ystyried terfynu cyflogaeth. Dan yr amgylchiadau hyn, bydd y feithrinfa yn:

- Adolygu cofnod absenoldeb y cyflogai i asesu a yw'n ddigonol i gyfiawnhau diswyddo
- Ymgynghori â'r gweithiwr
- Cael cyngor meddygol cyfredol trwy iechyd galwedigaethol
- Cynghori'r cyflogai yn ysgrifenedig cyn gynted ag y sefydlir bod terfynu cyflogaeth wedi dod yn bosibilrwydd
- Cwrdd â'r cyflogai i drafod yr opsiynau ac ystyried barn y gweithiwr ar gyflogaeth barhaus
- Ystyried a oes unrhyw swyddi eraill y gallai'r gweithiwr eu gwneud cyn gwneud unrhyw benderfyniad ynghylch a ddylid diswyddo neu beidio

- Caniatáu hawl i apelio yn erbyn unrhyw benderfyniad i ddiswyddo'r gweithiwr ar sail afiechyd hirdymor
- Trefnu cyfarfod pellach gyda'r cyflogai i benderfynu ar unrhyw apêl
- Yn dilyn y cyfarfod hwn, rhowch wybod i'r cyflogai am ei benderfyniad terfynol
- Gweithredu'n rhesymol tuag at y cyflogai bob amser.

Bydd unrhyw benderfyniad i derfynu cyflogaeth yn cael ei gymryd gan perchennog y feithrinfa, gan sicrhau bod y weithdrefn gallu wedi dod i ben.

Iechyd galwedigaethol
Bydd y feithrinfa'n cyflogi gwasanaethau Ymgynghorydd Iechyd Galwedigaethol annibynnol mewn sefyllfaoedd lle mae angen barn feddygol arbenigol a gweithio gyda nhw i nodi'r camau gweithredu gorau mewn amgylchiadau o absenoldeb salwch.

Mynediad at gofnodion meddygol
Mae Deddf Mynediad at Gofnodion Meddygol 1988 yn rhoi'r hawl i unigolion gael mynediad at gofnodion meddygol sy'n ymwneud â hwy eu hunain ac a baratowyd gan ymarferydd meddygol at ddibenion cyflogaeth. Mae'r Ddeddf yn darparu bod:

- Rhaid i gyflogwyr gael cydsyniad gweithwyr cyn gofyn am adroddiadau gan ymarferwyr meddygol
- Rhaid i gyflogwyr roi gwybod i gyflogeion am eu hawliau mewn perthynas ag adroddiadau meddygol
- Mae gan y cyflogai hawl mynediad i'r adroddiad cyn i'r cyflogwr ei weld, ar yr amod y rhoddir hysbysiad priodol
- Mae'r cyflogwr yn gyfrifol am hysbysu'r ymarferydd meddygol bod y gweithiwr yn dymuno cael mynediad
- Gallai'r gweithiwr ofyn i'r adroddiad gael ei haddasu neu atodi datganiad wedi darllen yr adroddiad
- Wedi gweld yr adroddiad, gallai'r cyflogai benderfynu nad yw am roi caniatâd i rannu'r wybodaeth yn yr adroddiad.

Pan fydd y feithrinfa'n gofyn am wybodaeth feddygol bellach am iechyd staff gan Feddyg Teulu neu Arbenigwr, neu ei ddarparwr iechyd galwedigaethol ei hun, dilynir darpariaethau'r Ddeddf.

Drwy gydol unrhyw gyfweliadau ynghylch absenoldeb salwch, mae gan staff hawl i gael cefnogaeth a / neu gynrychiolaeth gan gydweithiwr neu gynrychiolydd undeb.

Ceidw'r feithrinfa'r hawl i ofyn i weithwyr weld ymgynghorydd meddygol (ee ymgynghorydd, meddyg teulu neu ymgynghorydd iechyd galwedigaethol) yn ystod eu cyflogaeth, os bernir yn rhesymol ei fod yn angenrheidiol oherwydd absenoldeb salwch, newidiadau mewn iechyd neu'r rôl, neu lle mae angen gofyn am farn feddygol arbenigol ynghylch a all y gweithiwr gyflawni ei rôl swydd ai peidio.

Tâl Salwch

Telir Tâl Salwch Statudol (SSP) yn unol â gofynion yr Adran Gwaith a Phensiynau. Bydd y feithrinfa yn cadw cofnodion ynghylch a yw absenoldeb yn rhan o 'gyfnod o anallu i weithio' (PIW) cysylltiedig ac, os felly, faint o hawl i Dâl Salwch Statudol (SSP) sydd wedi'i ddefnyddio yn ystod y PIW presennol, yn ogystal â chadw cofnodion bod yr holl hawl i SSP wedi'i dalu'n gywir.

Gwyliau blynyddol a thâl salwch

Pan fydd cyflogai'n mynd yn sâl neu'n cael ei anafu tra ar wyliau, bydd y feithrinfa'n caniatáu i'r cyflogai drosglwyddo i absenoldeb salwch a chymryd gwyliau newydd yn ddiweddarach. Mae'r polisi hwn yn ddarostyngedig i'r amodau caeth canlynol:

- Rhaid i gyfanswm y cyfnod analluogrwydd gael ei ardystio'n llawn gan ymarferydd meddygol cymwys
- Rhaid i'r gweithiwr gysylltu â'r rheolwr dyletswydd cyn gynted ag y bydd ef / hi yn gwybod y bydd cyfnod o analluogrwydd yn ystod gwyliau
- Rhaid i'r cyflogai gyflwyno cais ysgrifenedig ddim hwyrach na phum diwrnod ar ôl dychwelyd i'r gwaith gan nodi faint o'r cyfnod gwyliau yr effeithiwyd arno gan salwch a faint o wyliau y mae'r cyflogai yn dymuno eu cymryd ar adeg arall
- Os yw'r cyflogai dramor pan fydd yn sâl neu'n cael ei anafu, rhaid dangos tystiolaeth bod y gweithiwr yn sâl trwy naill ai dystysgrif feddygol neu brawf o hawliad ar bolisi yswiriant ar gyfer triniaeth feddygol a dderbyniwyd yn y lleoliad tramor.

Pan fydd y gweithiwr yn cyflawni'r holl amodau uchod, byddwn yn caniatáu i'r cyflogai yr un nifer o ddyddiau o wyliau gwyliau newydd â nifer y diwrnodau gwyliau a gollwyd oherwydd salwch neu anaf.

Salwch neu anaf ychydig cyn cyfnod o wyliau a gynlluniwyd

Os yw cyflogai'n sâl neu'n cael ei anafu cyn dechrau cyfnod o wyliau cynlluniedig, byddwn yn cytuno i'r cyflogai ohirio'r dyddiadau gwyliau i amser arall y cytunir arno. Yna bydd unrhyw gyfnod o absenoldeb salwch yn cael ei drin yn unol â pholisi arferol y cyflogwr ar absenoldeb salwch.

Mae'n rhaid i'r cyflogai gyflwyno llythyr gan ei feddyg yn cadarnhau nad yw'n ffit i gymryd y gwyliau.

Rhaid i'r cyflogai gyflwyno cais ysgrifenedig i ohirio'r gwyliau a gynlluniwyd a rhaid anfon llythyr gan ei feddyg yn cadarnhau ei fod yn anaddas, neu'n dal yn debygol o fod yn anaddas i gymryd y gwyliau.

Dyddiadau gwyliau newydd

Os cytunir y gall cyflogai gymryd seibiant gwyliau newydd yn ddiweddarach, dylai'r cyflogai enwebu dyddiadau gwyliau newydd cyn gynted â phosibl, gyda'r cytundeb yn amodol ar gytundeb rheolwr llinell y cyflogai yn y ffordd arferol.

Dylai gweithwyr geisio cymryd unrhyw wyliau newydd yn yr un flwyddyn wyliau â'r dyddiau a gollir o ganlyniad i salwch neu anaf. Os bydd y rhan neu'r cyfan o'r gwyliau'n cael eu colli oherwydd analluogrwydd tuag at ddiwedd blwyddyn wyliau'r feithrinfa, ac nad oes digon o amser ar ôl yn ystod y flwyddyn honno

ar gyfer cymryd y gwyliau newydd, caniateir i'r cyflogai gario drosodd y gwyliau newydd i'r flwyddyn wyliau nesaf. Fodd bynnag, rhaid cymryd yr absenoldeb hwn mor gynnar â phosibl yn y flwyddyn wyliau newydd.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygiad nesaf
27/10/26	*L.George*	*10/2027*