

# Milton Road Primary School



## STAFF ABSENCE POLICY

Written – Tanimia Paul	September 2023
Approved Rae Snape	October 2023
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Approve	

## School Aims

***We want our child to be happy and healthy today, fulfilled in the future and able to make their world an even better place.***

## Policy Overview

We encourage our employees to maximise health and wellbeing.

We want to deal fairly with employees who are absent from work due to ill health. This includes for either short or long periods. This is in line with good practice shared by the Advisory Conciliation and Arbitration Service (ACAS).

This policy aims to strike a balance between:

- the pursuit of our operational needs, and
- the genuine need of our employees to take time off work due to ill health

We want to raise awareness and increase the understanding of mental health conditions. As part of this commitment, we have signed up to Employee Assistance Programme (EAP), delivered by Health Assured – the UK and Ireland’s leading wellbeing provider.

In supporting employees with health issues, we comply with the Equality Act 2010.

### 1. Scope, Aims and Principles

This policy and procedure applies to all staff, except during any probationary period, when probation procedures will apply.

The use of the term ‘manager’ throughout this procedure refers to the person who has responsibility for managing attendance of an employee or group of employees.(referred as staff/you in this policy)

Line Managers:

- Key Stage Leaders (EYFS Leader; Key Stage 1 Leader; Key Stage 2 Leader)
- Inclusion Coordinator
- Deputy Head teacher
- Head teacher
- Chair of Governors

The governing body aims to:

- Maintain high levels of attendance;
- Minimise disruption to the education of pupils;
- Treat employees’ absence in a consistent, fair and sensitive manner;

- Provide a reasonable and safe working environment, appropriate welfare support, and advice on general health issues

- Enhance employee relations
- Ensure prompt action is taken
- Recognise where relevant training is necessary
- Create a positive culture which supports the health, safety and wellbeing of staff.

□ Encourage everyone to use the support mechanisms available to them.

#### **The school's principles are:**

- Good attendance is recognised and valued.
- All absences are treated as genuine, unless there is reason to doubt this.
- The absence management procedure is designed to be proactive and support rather than punitive.
- Management of absence will be dealt with in a non-discriminatory way.
- Individuals and health-related information will be treated with respect and in confidence, in accordance with the requirements of the Data Protection Act and the Access to Medical Reports Act.
- Open communication between managers and employees is greatly encouraged.

#### **2. Roles and responsibilities**

##### **Employee**

All members of staff should understand that repeated or long term absence has a demotivating impact on other colleagues and impacts on the learning and achievement of pupils.

All members of staff understand that absence always has a cost, whether direct or indirect and should cooperate with insurance claim procedure (if required). This may not be necessarily after they return to work and can be initiated during the period of their absence. Failing to comply with Occupational Health Procedures the staff might as well lose any entitlement to Sick Pay and will only get statutory sick pay.

Employees are responsible for taking action to improve attendance and support their return to work. This includes attending appointments with occupational health. (Refer to Sec. 3).

## **Employer (Milton Road Primary School)**

The school exercises its duty of care and has proper regard to the health, safety and welfare of its employees.

The Head teacher (with the assistance of senior staff and HR) is responsible overall for the day-to-day management of sickness absence. They will also ensure that all management employees have appropriate training/coaching on this policy and its guidelines to ensure consistency of its application. The Head teacher/Managers are also responsible for ensuring that all employees have a return to work meeting on their first day back from every absence, or as soon as reasonably practicable, regardless of its duration, and that the relevant forms are completed and then passed to the HR team in a timely manner for recording and monitoring absence.

The HR Administrator will ensure that the school has suitable arrangements for enabling employees to notify absence; for communicating information about absence in a timely manner for payroll and other necessary purposes; and for following up absence in appropriate circumstances in line with the school's HR guidance.

The school use 'trigger points' to decide when action needs to be taken over sickness absence record.

When the school applies trigger points, consideration will be given to absences related to:

- pregnancy
- disability
- ill-health retirement
- terminal illness
- menopause

Managers will use the disciplinary policy when:

- An employee fails to comply with absence reporting procedures.
- An employee does not provide satisfactory reasons for absence.
- The school will use this policy in line with data protection legislation and the Access to Medical Reports Act 1988.
- The school will handle information about employee's health and wellbeing sensitively and will keep it as confidential as far as reasonably possible.
- Long-term sickness absence usually refers to a continued absence of 28 calendar days or more.
- Managers will decide whether meetings should be held in person or virtually or as a hybrid of both.

## 2.1 Teachers' sick pay and sick leave entitlement

Teacher's sick leave and sick pay entitlements are set out in the Burgundy Book national agreement on conditions of service are set out below:

The sick leave year normally runs from 1 April to 31 March, and a new entitlement starts each year on 1 April. However, teachers absent due to illness on 31 March will not be entitled to the subsequent year's allowance until they are recovered and are back at work. Instead, sick leave will continue to be counted against the previous year's entitlement.

For the purpose of calculating a teacher's entitlement during a year, a year is deemed to begin on 1 April and end on 31 March in accordance with paragraph 4 of the Burgundy Book sick pay scheme, which defines the sick leave year. Where a teacher takes up their first teaching appointment after 1 April in any year, the full entitlement that year applies.

For example, for a teacher who takes up his or her first teaching appointment in September 2018, the first year of service runs from 1 April 2018 to 31 March 2019. From 1 April 2019, the teacher is in his or her second year of service.

### 2.1.2 Part Time Teachers

Sick leave days relate to the school's working days, not the individual teacher's working days. Part-time teachers receive sick pay based on their actual salary for up to 100 of the school's working days.

For example, a part-time teacher employed on a 0.4 contract would receive their normal 0.4 salary for 100 school working days, and then 50 per cent of their 0.4 salary for a further 100 working days.

### 2.1.3 Sick Pay: Teachers

Subject to the provisions of the Conditions of Service for School Teachers for England and Wales (The Burgundy Book), as amended from time to time, a teacher absent from duty owing to his/her illness (which term is deemed to include injury or other disability) shall be entitled to receive in any period of one year sick pay in accordance with the following scale.

An overview of teachers' sick pay

During the first year of service	25 working days full pay, after completing 4 calendar months service, 50 working days half pay
During the second year of service	50 working days full pay and 50 working days half pay

During the third year of service	75 working days full pay and 75 working days half pay
During the fourth and successive years of service	100 working days full pay and 100 working days half pay

## 2.2 Support Staff

The Green Book, for support staff, uses a rolling 12 months to assess an absent employee's entitlement to pay. The employer should establish if there have been any absences during the 12 months preceding the first day of absence. Where there have been, these are deducted from the relevant entitlement.

For example, a teaching assistant has started on 1<sup>st</sup> September 2023 and takes 1<sup>st</sup> sick leave on 2<sup>nd</sup> October 2023. His/her sick leave period will be from 2<sup>nd</sup> Oct 2023 until 2<sup>nd</sup> Oct 2024.

As a reminder, teaching assistants' sick pay falls under the Green Book and differs from teachers. Anyone in schools that isn't a teacher (Teachers include: Heads, Deputy Heads and Assistant Heads) is considered a support staff member.

### 2.2.1 Sick Pay

Subject to the provisions of the scheme a member of staff who is absent from duty owing to illness shall be entitled to receive, in any twelve month period, contractual sick pay, as follows provided that the employee complies with the School's absence notification requirements and produces selfcertificates and/or doctors statements as required:

An overview of support staff sickness entitlement:

During the first year of service	1 month full pay and, after completing 4 calendar months service, 2 months half pay
During the second year of service	2 months full pay and 2 months half pay
During the third year of service	4 months full pay and 4 months half pay
During the fourth and fifth years of service	5 months full pay and 5 months half pay

After five years' service	6 months full pay and 6 months half pay
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Full details of the contractual sick pay scheme, and Statutory Sick Pay where entitled, are set out in the national agreements referred to under the General Conditions above.

### **3. Referral to occupational health**

Early Occupational Health advice can be a significant part of supporting an employee to improve their attendance; recover their health; or achieve a successful and sustained return to work. It should not be viewed as a threat or punishment, but as a way of obtaining specialist advice and guidance. The school will consider accessing appropriate professional occupational health advice and support as necessary.

Failure to engage with occupational health support may also affect the entitlement to occupational sick pay specialist advice and guidance. The school will consider accessing appropriate professional occupational health advice and support as necessary.

The school will normally make any referral in conjunction with the Head teacher and after consultation with the individual, although this responsibility can be delegated to another senior member of staff.

The employee will be advised that a referral is going to be made and, be encouraged to seek the support of the school's wellbeing programme and the support of their professional association if they have not already done so. In some circumstances, it may be necessary to inform the employee in writing.

The support of Occupational Health can be sought at any stage and need not wait until the employee is absent due to ill health. Normally however, the referral will be made when a return to work interview or a 'trigger point' suggests it may be appropriate, or where the employee continues to be absent after ten working days. In some circumstances, referral may not be necessary, for example, where the nature of the medical condition is clear, the prospect of return to work well-defined (e.g. a broken limb or routine surgery) and advice regarding appropriate support and/or adjustments in the workplace is readily available, for example, from the employee's GP or a consultant.

Where it is known at the outset of the absence that an employee will be absent for an extended period, particularly in the case of stress-related absence, an earlier referral will be actively considered.

There is no self-referral process for employees, although an employee may request to be referred by the school.

An employee will not be compelled to attend a meeting with Occupational Health, but will need to be made aware that the school may have to make a decision about his/her continued employment without the help of a medical opinion, which may be to the employee's disadvantage, if they choose not to participate.

### 3.1 Factors to be considered by Occupational Health

Depending on the questions asked by the school as part of the referral, the Occupational Health service is likely to consider the following:

- Whether or not the employee is likely to attend work regularly and resume the full duties of the post in the foreseeable future;
- Whether there is a disability; how any disability affects the employee; and whether any adjustments are required;
- Any recommendations on convenient and effective ways in which duties or circumstances could be re-arranged, on either a temporary or permanent basis, taking in account the fitness and ability of the employee and recognising the individual circumstances of the school and its over-riding need to provide a high quality education for its pupils;
- If not, whether there are other kinds of work which would suit his/her abilities, or which, with further training, could be considered;
- Whether ill-health retirement is an option;
- Whether there is any other support the school, or other agencies, could reasonably consider offering.
- Assessment of whether there is an industrial injury.

Following an employee being assessed by Occupational Health, a report will be sent to the school's HR Administrator, who will liaise with the Head teacher and/or the senior manager who has made the referral. In the case of a Head teacher, this will be sent to the Chair of Governors.

Where Occupational Health advice is that the employee is fit for normal duties, it is expected that they will return to work upon expiry of the current medical certificate. The report may recommend a phased return to work and/or light or limited duties for a limited period. In situations where Occupational Health recommends a therapeutic or a phased return to work, every reasonable assistance will be provided to the employee to facilitate this. All returns to work should be agreed within a specific timescale and the employee's progress reviewed by the line manager at regular intervals throughout the period.

### 3.2 Possible outcomes of the Occupational Health assessment

**Fit for work with no adjustments:** the employee is fit to return to work with no adjustments to his/her working pattern. It is vital that the Head teacher or nominated person arranges a Return to Work Meeting to discuss the employee's return to work.

**Continue to monitor:** it may be that no immediate action is necessary other than to continue to monitor the situation and to organise temporary cover. This approach will be appropriate where



a full recovery is likely within a timescale that will not cause unacceptable operational difficulties.

**Reasonable Adjustments:** Occupational Health may suggest reasonable adjustments to the employee's working environment or role in order to facilitate his/her return to work. It is for the school to decide what adjustments are reasonable having considered the suggestions made in the report.

**Therapeutic visits or Phased Return to Work:** there may be certain cases where following a long term illness, Occupational Health recommends that it would be beneficial for an employee to return to work on a reduced hours basis, until his/her health has fully recovered. It is expected that a phased return to work should normally last no more than 4 to 6 weeks. The school will be required to pay the employee his or her normal full salary during the duration of the phased return. If the phased return appears to be failing, the employee may be re-referred to Occupational Health, or requested to go back to their GP for a review of their fitness to return to work.

Where a therapeutic return is recommended, it will usually consist of a series of short visits to the school without the expectation that the employee will perform their normal contractual duties and will normally precede a phased return. During such therapeutic visits, the employee is still absent due to ill health and in receipt of appropriate sick pay benefits.

#### **4. Absence reporting**

Regular and punctual attendance at work is essential. If you are absent, you must contact your manager or alternative designated contact. You must follow our procedure:

- You must report sickness absence to your manager and or HR administrator on the first day of absence. You must do this as early as possible and within one hour of your start time.
- You must make personal contact by telephone. Text or email, or another form of messaging, are not acceptable unless in exceptional circumstances.
- If you are unable to speak to your manager, leave a message and a contact phone number. Ask for someone to pass it on to your manager as soon as possible. You should expect and be available to receive a return phone call.
- There may be times when you are unable to contact your manager personally. For example, on admittance to hospital. The person who contacts the manager on your behalf must leave a contact name and number.
- If you fail to make contact to report an absence, your manager will contact you. You must have a justifiable reason for failing to make contact. If not, your manager may record your absence as unauthorised. They may refer you to our disciplinary policy.
  
- If you are going to be absent from work, you should tell your manager:
  - when the illness started
  - the broad nature of the illness (for example, migraine, chest infection etc)
  - if the illness work-related

- if you are seeking medical attention
  - the likely date of return, if known
- Your manager will advise you how and when they want you to make contact again. You must update them on your absence and your expected return to work date.
  - You must get a 'fit note' from your doctor and give this to your manager on the eighth day of absence.
  - You must keep managers advised of your health and progress towards returning to work. If you are not returning to work, you must send your manager a new 'fit note' upon expiry of the current one.
  - You may return to work early, before the expiry of a 'fit note'. If your doctor indicates that you may be fit to work with adjustments, you must contact your manager. They may not agree to an early return if they cannot give you the support you need.
  - If a 'fit note' states that you are not fit to return to work, you cannot return early.
  - If you have secondary employment, you must advise each manager whether or not you are absent.

## 5. Medical evidence

A sickness of seven calendar days or fewer is self-certified.

All sickness that lasts for eight days or more requires you to provide us with medical evidence. This is usually a doctor's 'fit note'.

The 'fit note' will state the period that it covers. It may say that you:

- are not fit for work, in which case you should remain off work, or
- may be fit for work, if you can follow your doctor's advice.

Your doctor's advice may include:

- a phased return
- amended job duties
- altered hours of work
- workplace adaptations

To support you and plan for your return to the workplace, your manager will:

- seek information and advice from occupational health and human resources (HR)
- discuss with you what adjustments or support you need for any ongoing health issues

When your 'fit note' states that you may be fit for work, your manager will contact you as soon as possible to:

- involve occupational health and human resources (HR) for advice
- discuss what adjustments might help you return to work
- clearly explain if we are unable to make certain adjustments

If we cannot make the adjustments you need, we will continue to treat you as 'not fit for work'. This is in line with the Department for Work and Pensions' guidance for employers.

In such cases, you should:

- only return to work when recovered and can perform your regular duties
- discuss and agree on a plan to keep in touch with your manager during your extended absence
- discuss any actions with your manager that may help you to return to your regular duties □ agree to review these actions regularly

### **5.1 Reimbursement of Cost of Doctors' Statements.**

Where the Head teacher requires a medical certificate ('Fit Note') from an employee, the employer shall, on provision of a receipt, reimburse the employee if a charge is made for the Fit Note.

## **6. Keeping in touch**

Your manager will keep in touch with you when you are not fit for work. This includes a chronic health condition, progressive illness or disability. They will contact you as early as possible and will maintain regular contact through your absence.

## **7. Attendance at Meetings**

7.1. The employee must take all reasonable steps to attend meetings. Failure to do so without good reason may be treated as misconduct. Employees will not be entitled to attend informal meetings under this policy with a trade union representative or workplace colleague. At all formal meetings employees may be accompanied by a Companion If the employee (and/or their companion) is unable to attend at the time specified, the employee should immediately inform their line manager who will normally seek to agree an alternative time. Meetings will not normally be postponed beyond five days. Depending on the circumstances, if an employee indicates that they are too unwell to attend a formal or informal meeting they will be given the option to:

- meet in another venue or at their home; or
- attend via telephone conference; or
- send a Companion to represent them, providing appropriate written consent (though this will not normally apply in the case of informal meetings or discussions); or
- provide a written submission; or
- request that the meeting takes place in their absence.

- 7.2. If an employee fails to communicate their wishes with regard to the above, the meeting may take place in their absence with the outcome communicated to them in writing. Meetings will not, in normal circumstances, be postponed beyond five days unless there is medical evidence that the employee is not medically fit to take part by any of the means described in clause 9.1 and, even if this is the case, the employer reserves the right to proceed with any necessary steps required to manage the specific case including holding meetings notwithstanding, as appropriate.
- 7.3. Any senior manager visiting an employee's home will be accompanied by another manager.
- 7.4. A meeting may be adjourned if the employee's line manager is awaiting receipt of information, needs to gather any further information or give consideration to matters discussed at a previous meeting. The employee will be given a reasonable opportunity to consider any new information obtained before the meeting is reconvened.

## **8. Return to work meetings**

Your manager will hold return to work meetings when you return from any period of absence. They will use these meetings to:

- help identify absence problems at an early stage
- provide an opportunity for managers to discuss any underlying issues with you
- consider any relevant adjustments they can make to support you

Your manager will monitor absence levels and discuss these with you. They will identify when you have reached, or are close to reaching, a trigger point.

Your manager will ensure that you provide all necessary certifications, or 'fit notes'.

When you return to work, it does not always mean that your health and wellbeing has entirely improved. A return to work meeting is an opportunity to discuss these matters with your manager. They will try to provide any appropriate support for when you return.

## **9. Short-term sickness absence**

### **9.1 Triggers**

Trigger points for employees working fewer than five days in a week will be pro-rata. The number of days will be pro-rata, but not the number of occasions. We calculate this using nine days divided by five, multiplied by the number of working days. When necessary, we use the average working days. For example, employees working:

- One day per week = trigger point is two working days' absence
- Two days per week = trigger point is 3.5 working days' absence

- Five days per week = trigger point is nine working days' absence

We apply this formula irrespective of the number of hours an employee works in a day. This is important if you condense your working weeks. For example, if you worked 37 hours over four days, the trigger point would be seven working days' absence.

Some employees do not work the same number of days each week. When this is the case, managers will pro-rotate the trigger to an average working week. For example, if you work a nine-day fortnight, the average working week of 4.5 days would apply. Your trigger point would be eight working days' absence.

If you have annualised hour's contracts, managers will apply the nominal working week. They will make adjustments during the year if needed.

- four or more episodes of absence in a rolling 12-month period
- nine working days of absence in a rolling 12-month period
- absences in a short period warranting immediate action. For example, three episodes or six working days in six months.
- a pattern of absence causing concern, for example:
  - regular Fridays or Mondays
  - absences regularly occurring on a particular day
  - pre or post annual leave
  - school holidays
  - public holidays
  - payday

There may be many reasons why you are hitting trigger points:

- Absences may be related or unrelated.
- There is an underlying cause or illness, which is not known.
- You have family or caring issues and are reporting sick rather than requesting time off □  
There is a reliability issue

Managers will explain our expectations about attendance and will support you to achieve them. We will use return-to-work meetings to:

- discuss any underlying causes of absence
- provide support
- encourage employees to improve attendance levels
- ensure you understand that we may invoke sickness absence procedure if absence levels are unsatisfactory

At all times, managers will work with you to make improvements and help you to sustain them.

## 9.2 The Bradford Factor

The school will review and take relevant action when an employee hits specific absence trigger points. The school uses The Bradford Factor is a simple formula to calculate the impact of employee's unplanned and short term absences on the school.

The Bradford Factor supports the principal that repeat absences have a greater operational impact than long term sick. (A weighting is the impact that an event will have on the overall running of the normal business. If you give something a larger weighting score, it has a bigger impact).

The Bradford factor is calculated using the Bradford Formula  $S^2 \times D = B$

S is the total number of separate absences by an individual

D is the total number of days of absence of that individual

B is the Bradford Factor score

## 10. Long-term sickness absence

Long-term sickness is an absence lasting a continuous period of 28 calendar days or more. The school's underlying principles are to:

- balance our needs against your circumstances
- recognise that the matters relating to staff absence will vary.
- manager will maintain contact with staff absent during a long-term absence. They will start absence review meetings after four weeks of absence, or before if appropriate. These will continue throughout the period of long-term absence.

Manager must consider the circumstances regarding staff absence. They should base absence management meetings on a particular set of facts.

If you know the expected duration of the absence, there may be no need to hold absence management meetings. For example, planned surgery. Your manager should, however, keep regular contact with you throughout the period of absence.

If the staff do not return on the expected date or extend your absence, your manager may:

- insist upon review meetings
- invoke the sickness absence procedure

Manager must maintain contact with you to:

- monitor your progress and return to health
- support you and keep you informed about events in the workplace
- provide information so that you may make informed decisions. For example, concerning sick pay entitlement

- seek advice and guidance from occupational health
- encourage a return to work as early as possible
- facilitate a phased return to work if required, by making appropriate adjustments

If you return to work for short periods, your manager will continue to use the long-term absence approach. They do not have to switch between long and short-term sickness absence approaches.

You can move to a long-term absence after the sickness absence procedure. In this case, your manager will continue with the next stage of the sickness absence procedure. It will not restart from the beginning.

## **11. Sickness absence procedure**

Your manager will review your absence information when you hit a trigger point for short or longterm absence. They may refer you to the sickness absence procedure.

They will tell you if they think it is appropriate. You will have to attend absence management meetings with your manager.

For a short-term absence trigger, your manager will refer you to the sickness absence procedure. There can be circumstances when this may not apply.

For a long-term sickness trigger, managers will review the information first. They will decide whether it is appropriate to invoke the formal sickness absence procedure.

If your manager does not invoke the procedure, they must:

- maintain contact with you
- update you on any arrangements
- advise you that they may invoke it at a point in the future

Throughout this procedure, you may bring a companion who is either:

- a trade union representative
- a work colleague
- an official employed by a trade union

No other companions will be permitted to attend absence management meetings.

Your manager should make a reasonable adjustment if you have a disability. They may permit an alternative companion. You should discuss this with your manager.

You must tell your manager who your chosen companion is, at least 24 hours before the meeting.

Your manager may request an HR representative at formal meetings and will arrange a note-taker.

You can request to re-schedule a meeting if you or your companion cannot attend. It must take place within the following five working days. Employees must not fail to attend the re-arranged meeting without justification. Managers can consider your case in your absence based upon the written submissions.

In cases of long-term absence, you may require a meeting venue away from your place of work. You can request an external venue or it could be your home.

Managers will carefully consider, in such cases, any request for a family member to be present.

Your manager will document all actions in this procedure. They will include reasons for taking or not taking action, such as:

- a referral to occupational health for an assessment
- signposting an employee to the employee support and counselling service □  
implementing of reasonable adjustments

### **Stage 1**

Your manager will arrange a Stage 1 absence management meeting. They will give you a minimum of five working days' notice in writing. They will include any documents relevant to your case, such as:

- your absence record form
- any letters or correspondence previously sent to you
- notes of discussions with you about your absence levels
- any medical evidence

Your manager will advise you that:

- the purpose of the meeting is to review your unsatisfactory attendance level
- a possible outcome of the meeting is to move to a formal review period

If you are on long-term absence, your manager will contact you to agree on a date, time and location for the meeting. They will confirm this in writing.

If you do not respond or cooperate, your manager may arrange the meeting without your agreement.

The meeting aims to:

- establish how you are doing and the likely length of your absence
- consider the advice in your 'fit note' or medical report
- discuss what steps we can take to assist you in returning to work, such as:
  - a phased return
  - amending your job duties



- altering your hours of work
- workplace adaptations
- explain your sick pay entitlements
- confirm when the next contact will take place

### **Stage 1 outcome**

After the meeting, your manager will confirm all agreed decisions in writing. Possible outcomes may be:

- no further action
- a referral to occupational health and a follow-up meeting with the manager
- adjustments to your role, hours, duties, work or location. We will consider reasonable adjustments if you have a disability, as defined by the [Equality Act 2010](#). We may also refer you to occupational health.
- your manager sets a review period and defines the required level of improvement. This is usually two months, but they may extend it for up to four. Throughout the review period, your manager will monitor your absence levels.

Your manager could decide not to move you to a formal review period. For example, if there are extenuating reasons for the absences.

If your manager decides to take no further action, they will confirm this in writing. They will provide you with an explanation for the decision.

Usually, your manager will set you a formal review period to improve your absence levels. They will confirm this formal review period in writing.

At the end of your review period set, your manager will review your absence levels.

If they have improved to the satisfaction of the manager, they may take no further action. They will confirm this in writing.

If you have not made a satisfactory improvement, your manager will move to Stage 2. They will send a written notification of your Stage 2 absence management meeting.

In cases of long-term absence, the appropriateness and length of a review period will depend on:

- individual circumstances
- the reasons for absence
- likely return to work
- medical advice
- available support

Throughout your absence, your manager will keep in regular contact with you. Their efforts to support you returning to work will continue. They will also consider reasonable adjustments and medical advice.

## **Stage 2**

Your manager will arrange a Stage 2 absence management meeting. They will give you a minimum of five working days' notice in writing.

Stage 2 follows the same steps, outcomes and written notifications as Stage 1.

At the end of your review period set, your manager will review your absence levels.

If they have improved to the satisfaction of the manager, they may take no further action. They will confirm this in writing.

If you have not made a satisfactory improvement, your manager will move to Stage 3. They will send a written notification of your Stage 3 absence management hearing.

## **Stage 3**

A senior manager with authority to dismiss will arrange your Stage 3 absence management hearing. At the meeting will be:

- the chair (usually the Head teacher or someone at an equivalent or higher level)
- a second senior manager
- an HR representative to provide advice on policy and procedure (to the panel members)

The panel will be supported by:

- a note-taker

The manager who attended stage 1 and 2 meetings will attend the hearing to:

- provide evidence of actions taken to date
- describe previous discussions
- describe support provided

As previously advised, you may bring a companion who is:

- a trade union representative
- a work colleague
- an official employed by a trade union

The senior manager will:

- provide ten working days' notice of the hearing
- provide all relevant documentation for consideration

The panel will consider:

- all the facts concerning your absence record
- actions taken to date to improve these levels
- any information you submit
- any relevant and up-to-date advice from occupational health or other medical advisers

In long-term absence cases, a senior manager will arrange a Stage 3 hearing when:

- occupational health advice is that you are unable to return for a prolonged period □  
occupational health advice does not recommend redeployment
- they explore all reasonable steps to assist you in returning to work.

For example:

- a phased return
  - amending your job duties
  - altering your hours of work
  - workplace adaptations
- they discuss with you the possibility of dismissal, including ill-health retirement

The senior manager will consider all reasonable steps in managing your absence. Only then will they start the processes to dismiss while you are on long-term absence.

These could include:

- consulting with you
- seeking medical advice
- considering redeployment
- retirement due to ill health

**The possible outcomes of a Stage 3 hearing are:**

- a further review period, usually for two months but no more than four
- reasonable adjustments with a further review period
- redeployment
- dismissal
- permanent ill-health (PIH) retirement

The panel will reconvene a hearing at the end of any new review period. It will determine if absence levels have improved and whether or not to take further action. Dismissal may be an outcome at this stage.

**Escalation to stage 3 hearing**

Occupational health may advise that you are:

- eligible for permanent ill-health retirement
- unfit to return to your post for a prolonged period due to an underlying health condition □ not suitable for redeployment.

In such cases, your manager may escalate to a Stage 3 hearing without the need for a Stage 1 or 2 meeting. They must get advice from HR before considering this.

### **Extension of review periods**

Your manager can extend your review period to up to four months at the time they set it. They can extend it again after the initial review period to allow you more time to improve.

### **12-months' live' monitoring period**

If your absences improve to the required level, your manager may take no further action. They will encourage you to sustain this. You will enter a 12-month 'live' monitoring period, starting when the review period ends.

Your manager will review your absence record if:

- you have further absences within 12 months, and
- on a 12-month rolling basis, your absences hit our trigger points

Your manager will decide whether:

- you re-join the procedure at the stage you were at when the action ceased
- to apply a further review period

## **11. Appeals**

An employee has the right to appeal against a dismissal decision. Any appeal must be submitted within 10 days of receipt of the letter confirming the dismissal, and must clearly state the grounds for appeal. All appeals against dismissal will be heard by the Appeal Committee of the Governing Body. The purpose of an appeal hearing is to review the decision made to dismiss the employee and to decide if this decision was reasonable in all the circumstances. The appeal hearing will be held as soon as practicable, and the employee will have the right to representation at the hearing by a Companion. The Appeal Committee of the Governing Body has the authority to:

- uphold the appeal (i.e. to reinstate the employee); and/or
- issue a lesser level of management action, e.g. to: drop the formal process;
- refer to a lower stage in the formal process; and/or
- reduce standards of attendance or targets set in the action plan; or
- dismiss the appeal, i.e. the decision to dismiss remains in force.

The date that any dismissal takes effect will not be delayed pending the outcome of an appeal. However, if the appeal is successful, the decision to dismiss will be revoked with no loss of continuity or pay. The decision of the Appeal Committee of the Governing Body is final. The employee has no further right of appeal.

## **12. Menopause support**

Information about the menopause and support available can be found in the Menopause

## **Policy. 13. Work-related absence**

Managers will have regular discussions with you if you are absent due to a work-related issue. For example, an accident or injury at work or work-related stress. They will support you in your period of rehabilitation and your return to work.

The same sickness absence procedures apply to support and manage any resulting absence.

## **14. Disability**

The Equality Act 2010 makes it unlawful for the school to unjustifiably treat a person with a 'protected characteristic', such as a disability, less favourably than a person who does not have a disability for any reason related to the person's disability. Disability should not be equated with poor health.

The Act also requires employers to consider all reasonable adjustments in the school which would enable an employee with a disability to continue to work. Therefore, the school will ensure that all reasonable adjustments are considered and, where possible, provided, in discussion with the employee.

The definition of disability, according to the Equality Act 2010 is "a physical or medical impairment which has a substantial and long-term negative effect on his or her ability to carry out normal daily activities". Long-term in this definition is taken to mean more than 12 months (i.e. where from the diagnosis, the illness is likely to last more than 12 months). This definition also includes long-term illness such as cancer; HIV; and mental health problems such as clinical depression.

## **15. Pregnancy-related absence**

It is recognised that a pregnancy may result in various medical absences at different stages and the school will treat these supportively. No action under the provisions of this procedure will be taken against a female employee who is absent from work due to a pregnancy related illness.

However, absence levels will continue to be monitored and where the school has concern about the reasons or lengths of absence, it reserves the right to formally investigate the nature and cause of the absences. Pregnancy-related absences in the four weeks leading up to the expected week of childbirth will normally automatically trigger the start of maternity leave. For further information, see separate Maternity Policy.

## **16. Transmission of illness**

Some disease and illness, whilst not making the employee unfit for duty, would be dangerous to health if transmitted to clients and colleagues. For example:

- Rubella or German Measles (where the employee may come into contact with pregnant women)
- diarrhoea (in food handlers where the food may become contaminated)

In these circumstances, the sick employee must be sent home immediately and urged to visit his or her GP at the earliest opportunity. It may be necessary to obtain a fit note before a return to work is permitted.

In addition, any existing employee who has regular and close contact with children as part of their job must seek immediate medical clearance if they have contact with an individual or visit a community or country with a history of tuberculosis.

Any doubts regarding fitness for work should be referred to Occupational Health.

## **17. Phase Return to work**

ACAS explains a 'phased return to work' is when someone who's been absent might need to come back to work on:

- Reduced hours
- Lighter duties
- Different duties

For example after a:

- Long-term illness
- Serious injury
- Bereavement

### **17.1 Who can request a phased return to work?**

An employee can request a phased return themselves, or as a result of a recommendation by their GP, or the employer's occupational health practitioner.

General Practitioners can recommend a phased return to work on the 'Fit Note' they give to patients. The Fit Note is designed to help patients consider what they can do, rather than what they are still unable to do. This is because a return to work in some capacity can in many cases help a person's general recovery, to help them regain a sense of purpose and financial stability.

If the school is concerned about the fitness of an employee who is returning to work after a long period of absence may make a referral to an occupational health practitioner. The OHP will talk to the employee and make an assessment of whether the employee is ready to return to work, and if so the correct type of phased return for them. A copy of the OHP's report must be sent to the employee.

The Head teacher in consultation with the employee, is best placed to make the decision as to whether they can accommodate any changes necessary to facilitate a return to work. However, if challenged, the Head teacher must be able to demonstrate that the decision is fair and reasonable and provide a sound rationale/explanation for arriving at that decision.

The Head teacher /line manager should meet with the employee on a one-to-one basis to discuss the advice, irrespective of whether the necessary changes can be accommodated.

Any discussions and arrangements for the employee's return to work including timescales etc. whether via the telephone or face-to-face should be confirmed in writing to the employee.

Every effort should be made to reach a consensus. If this is not possible, in the first instance, the Head teacher/line manager should discuss the issues with the employee to find out why they believe they cannot return to work as there may be an aspect of their condition or the workplace that has not been considered.

Any concerns regarding the doctor's advice should be discussed with the School's Occupational Health provider.

If the employee has a condition covered by the Disability Discrimination Act, the Head teacher /line manager must consider the requirement to make reasonable adjustments.

The Head teacher/line manager should also carry out a risk assessment or stress risk assessment. In circumstances where the employee is represented by a trade union, it is good practice to carry out the assessment in consultation with the employee's trade union representative.

The following are possible options identified on the Statement of Fitness for Work. These may also be options suggested by Occupational Health:

### **17.2 Phased Return to Work**

An Occupational health therapist or doctor will recommend this where they believe the employee may benefit from a gradual increase in the intensity of their work duties or their working hours.

### **17.3 Altered Hours**

An Occupational health therapist or doctor will recommend this where they believe that an employee will benefit from a change to the hours that they work, in order for them to return to work. This does not necessarily mean working fewer hours.

#### **17.4 Amended Duties**

An Occupational health therapist or doctor will recommend this where they believe an employee may be able to return to work if their duties are amended to take into account their condition.

#### **17.5 Workplace Adaptations**

An Occupational health therapist or doctor will recommend this where they believe an employee may be able to return to work if their workplace is adapted to take into account their condition.

#### **17.6 Phased reduction in hours**

- A phased reduction in hours should not (normally) be for a period of more than 6 weeks during which time the employee will receive their normal pay.
- If a longer period of phased reduction in hours is advised, after the initial 6 weeks, the employee's pay will be reduced to reflect the hours that they work.
- If a much longer period of phased reduction in hours is advised, consideration should be given to whether the employee is actually fit to return to their role.
- If a longer period of phased reduction in hours is advised or the number of hours worked advisable for the employee to work is unmanageable, and this cannot be accommodated within the service, the Head teacher will need to consider whether the employee needs to be redeployed on a temporary or permanent basis. Advice should be sought from the Occupational Health Service on the suitability of other work.
- During the period of the phased reduction in hours, the line manager must ensure that the employee's progress to return to their normal hours is monitored and further advice sought from the school's Occupational Health Service.

#### **17.7 Phased Amended Duties**

- The arrangement for the employee to carry out amended duties should not normally exceed a period of 6 weeks.
- If the employee's rehabilitation period extends beyond 6 weeks, managers should seek further advice from Occupational Health Service.
- Head teacher/line managers should try to implement the measures advised by the school's Occupational Health Service on the Statement of Fitness for Work wherever possible. However, this may not always be possible and will depend on the ability of the service to accommodate them.
- If Head teacher/line managers are unable to accommodate the measures advised by the school's Occupational Health Service or on the Statement of Fitness for Work, either due to the



nature of the work or the needs of the service, the Head teacher/line managers should meet with the employee as soon as possible to discuss this with them and explore alternatives. The Head teacher/line managers will also need to inform the school's Occupational Health Service immediately so that they can reconsider the advice given.

- If a longer period of amended duties is advised within the Statement of Fitness for Work, the Head teacher/line managers should seek advice from the school's Occupational Health Service.
- If a longer period of amended duties is advised by Fit for Work or the school's Occupational Health Service and the Head teacher cannot accommodate this within the service, the Head teacher will need to consider whether the employee should be redeployed on a temporary or permanent basis. The School's Occupational Health Service should be notified and advice sought from them on the suitability of other work.
- During the period of amended duties, the line manager must ensure that the employee's progress to return to their full duties is monitored and further advice sought from the school's Occupational Health Service.

### **17.8 Do I receive my normal pay during a phased return?**

ACAS explains that if you return to normal duties but on reduced hours, you should get your normal rate of pay for the hours you work. Any outstanding statutory sick pay may be used to top up your earnings during your period of phased return.

## **18. Arrangements for absences other than sickness**

### **18.1 Compassionate leave (emergency)**

In cases of emergencies that prevent attendance at work, employees should make contact with the school using the school absence reporting arrangements.

The Head teacher is authorised to grant up to a maximum period of three working days off with pay for bereavement, serious accident/illness of close family members e.g. husband, wife, partner, son or daughter; father, mother, brother or sister. Requests beyond this will be referred to the Governing Body. In relation to other relatives or friends leave will be granted for one day and will normally be unpaid.

### **18.2 Private/personal leave**

In other circumstances where an employee requests leave during term time for urgent personal reasons, which does not come under the scope of compassionate leave or to fulfil an important and significant personal commitment which cannot be undertaken at any other time nor easily postponed examples are outlined below although not an exhaustive list:

- moving house
- attending graduation

- presentation and award ceremonies
- attendance at weddings
- urgent domestic repairs
- professional examinations
- training
- attending interviews • private study

The Head teacher is authorised to grant time off up to a maximum of 1 day on a single occasion. Leave under this heading is normally paid for one day. Additional days may be granted but in exceptional circumstances at the discretion of the Head teacher, but these would normally be unpaid. Private/Personal leave will not normally be granted immediately before or after school holiday periods.

All requests for Private/Personal leave must be approved, in advance, by the Head teacher.

### **18.3 Parental leave**

An expectant father or the partner of a pregnant woman, including same-sex relationships, who is a permanent employee, is entitled to unpaid time off work to attend up to two antenatal appointments.

The legal maximum amount of time off work that you can take for each appointment is 6.5 hours, which includes travel to and from the appointment and waiting time.

You must notify your employer in writing that you intend to take paternity leave no later than 15 weeks before the expected week of childbirth.

To qualify for paternity rights, you must:

- have a contract of employment;
- have worked for your employer continuously for at least 26 weeks prior to the 'qualifying week', i.e. 15 weeks before the expected week of childbirth;
- have or expect to have responsibility for the child's upbringing;
- be the biological father of the child or the mother's husband or partner, including same-sex relationships, or the intended parent if you are having a baby through a surrogacy arrangement.

Your employer may ask you to provide proof of your child's birth (e.g. birth certificate).

### **18.4 Doctor/dentist/medical appointments**

Employees are normally expected to ensure that appointments for personal visits to the doctor, dentist, hospital etc. are outside of their working hours. However, in the event that this is not

reasonably practicable, time off from work will be permitted to attend such appointments, ensuring time off causes as little disruption as possible, i.e. at the beginning or the end of the day. The school requests the right to see evidence of appointments, such as a letter or appointment card. Where the appointment is not urgent, and where the time would negatively impact the work plans for your department/class, this should be re-arranged to a more suitable time and date wherever possible.

### 18.5 Religious observances

There may be times when an employee requests time off to attend or observe a religious holiday, festival or event. Time off for such matters will be considered in accordance with the Equality Act 2010 and taking into account the needs of pupils, cover and cost implication. No more than 1 day will be authorised unpaid for religious observance during one academic year.

### 19 Discretionary Leave of Absence

Examples of discretionary time off work that may be granted with pay:

Summary non exhaustive examples of leave normally granted with pay	Days Per Academic Year
<b><u>Compassionate leave</u></b> illness or injury of a significant other person giving rise to serious domestic difficulties	period reasonably necessary but not normally more than 3 days.
<b><u>Bereavement leave</u></b> death (including funeral) of a significant other person	period reasonably necessary but not normally more than 5 days
moving house where it cannot be arranged for a non-working time	1 day
<b><u>Personal events or emergencies</u></b> i.e. an event which, if response were to be delayed, would result in significant personal loss to the employee such as fire or flood	1 day
Events such as Child's graduation, Wedding, Own Wedding, the following would be granted	1 day
Study Leave or Exams	1 day
<b><u>Accepted impossible</u></b> travel because of weather or other public crisis.	period reasonably necessary but not normally more than 3 days

Examples of discretionary leave that may be granted without pay:

Summary non exhaustive examples of absence normally granted without pay	Days Per Academic year - All Staff
---	------------------------------------

Any personal reason other than those above which it was not possible to schedule for a non-working day or time or within annual leave e.g. dentist, optician, medical appointment, driving test, important one-off family occasions.	maximum of 3 days
Attendance as witness either on subpoena or other direction from a court or at the direction of the police, or voluntary attendance at an inquest as witness not representing the school	period of attendance necessary.
Leave of absence for religious observance	reasonable time off

## 20. Statutory Leave of Absence for Public Duties

Employees are entitled to a reasonable amount of unpaid time off work by law to carry out certain public duties. Public duties include service as a:

Tribunal member

Magistrate

Local councillor

Member of an NHS Trust

Prison visitor

Lay visitor to police stations

School governor

Lay observers, appointed under section 81(1)(1)(b) of the Criminal Justice Act 1991. These are volunteers who monitor conditions for prisoners under escort and in court custody.

Members of visiting committees, for the immigration and detention estate, appointed under section 152(1) of the immigration and Asylum Act 1999. These committees monitor the immigration detention estate;

Members of visiting committees appointed to monitor short-term immigration holding facilities, for example at airports; and independent prison monitors in Scotland appointed under section 7B(2) of the prisons (Scotland) Act 1991.

As soon as you are aware that you will require time off for performance of a public service you should request leave of absence from [the Head teacher] using the form at Appendix 1.

The School will agree to requests for paid time off to undertake public duties wherever reasonably possible having regard to the criteria set out in this policy.

Each request for time off will be considered on its merits, in the circumstances in which it is made including:

- Whether the activity is reasonable in relation to your employment
- How much time off is reasonably required for the duty in question • How much time off you have already taken for the public duty in question
- How your absence will affect the school.

## **20. Jury Service**

20.1 You must inform the Finance Manager as soon as you are summonsed for jury service and provide a copy of your Jury Service Summons and the accompanying Loss of Earnings form. Where, in our view, the release of an employee for jury service raises significant teaching or operational problems, assistance will be provided to the employee in order to appeal to the court to re-arrange or cancel the dates of service.

20.2 Employees attending Jury Service are usually able to claim compensation from the court for loss of earnings. We will make up the Loss of Earnings allowances to your normal level of earnings. We must complete the Loss of Earnings form and you must give the completed form to the Clerk of the Court on your first day of Jury Service.

20.3 Upon completion of Jury Service, the Court will pay an employee for travel, subsistence and Loss of Earnings and provide a remittance advice. This advice MUST be forwarded to the Finance Manager within 3 days of your return to work.

20.4 Your salary will be reduced by the "Juror's Loss" paid by the Court. Pension contributions are not affected. An Employee cannot be paid twice by the Court and the school for the same days.

20.5 Where jury service lasts for less than half a day you must return to work for the remainder of the day wherever practicable. You must keep your line manager regularly informed about how long you are likely to be away from work.

20.6 Employees are protected from being subjected to a detriment or being dismissed, as a result of being summoned to attend for service as a juror or being absent from work on jury service.

## **21. Statutory Dependent Care Leave**

6.1 Employees have a right to take a reasonable amount of unpaid time off work when it is necessary to:

- (a) provide assistance when a dependant falls ill, gives birth, is injured or assaulted;

- (b) make longer-term care arrangements for a dependant who is ill or injured;
- (c) take action required in consequence of the death of a dependant;
- (d) deal with the unexpected disruption, termination or breakdown of arrangements for the care of a dependant; and/or
- (e) deal with an unexpected incident involving their child during school hours (or those of another educational establishment).

6.2 A dependant for the purposes of paragraph 6.1 is:

- (a) an employee's spouse, civil partner, parent or child;
- (b) a person who lives in the same household as an employee, but who is not their tenant, lodger, boarder or employee; or
- (c) anyone else who reasonably relies on the employee to provide assistance, make arrangements or take action of the kind referred to in 6.1 above.

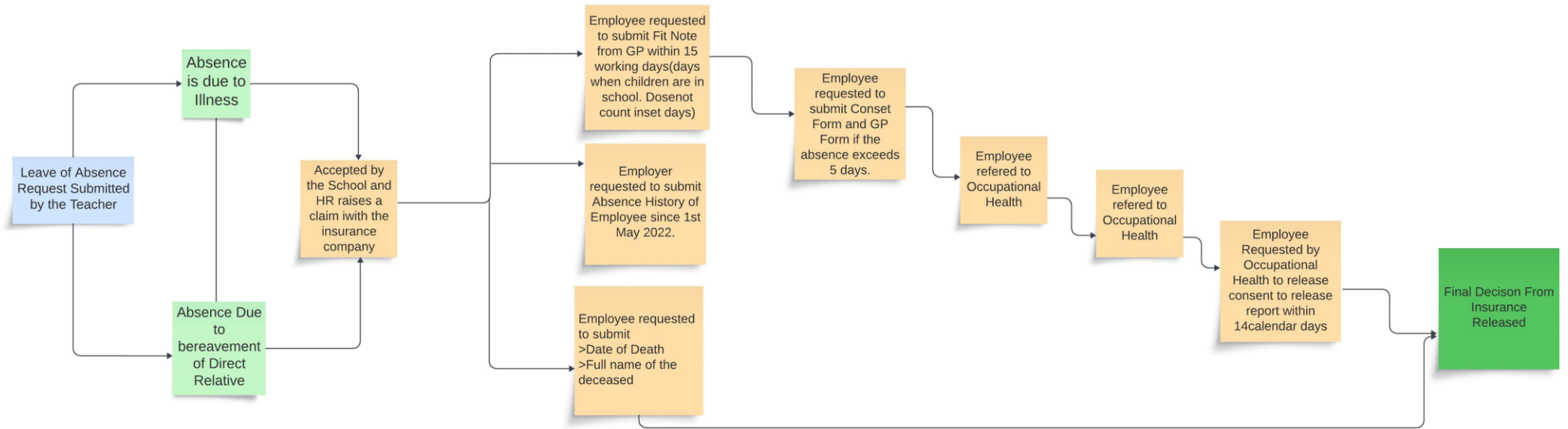
## **22. Probationary Periods for Support Staff**

All new support staff employees are subject to a probationary period. Sickness absence issues that arise during a support staff employee's probationary period may be taken into account in determining whether or not the probationary period is completed satisfactorily and this procedure (save for the sickness absence reporting procedure) will not normally apply.

End

## Appendix A:

## Teacher Insurance Claim Process



**Disclaimer: Every claim is different and addressed accordingly. This is an example to show how the process works.**

## Appendix B

## Part 1

## Leave of Absence Request

Name	
Job Title	

Date/time from:	Date/time to:
<p>I have read and understood the discretionary leave policy. Please attach a copy of any relevant appointment card. Reason for request:</p> <p><i>I understand that if leave of absence is granted without pay it will affect my pension entitlement.</i></p> <p>Signed: _____ Date: _____</p>	



## LEAVE OF ABSENCE DECISION

### Part 2

Your request for leave is:

Approved with pay: ☐ Time to be made up: Yes ☐ No ☐

Approved without pay: ☐

Not approved for the following reasons:

- ☐ Operational difficulties in covering absence
- ☐ Loss of entitlement/continuity of educational provision for pupils/students
- ☐ Leave of absence limits already reached
- ☐ The request is outside the policy framework
- ☐ Other. Explanation of reason(s) for non-approval:

Signed:

Date:

Job title:

### Part 3

#### Appeal against Leave of Absence Decision

If you wish to appeal against a refusal to grant discretionary leave of absence then you must explain your reasons below and return this form to the decision maker (normally the Head teacher) within 5 days of the date of the decision as recorded above. Your appeal will be heard by a panel of two governors.

**Office Use Only**

Cover Arranged    Yes    No

Details

Added to Payroll

Added to Mis System

## Appendix C



### Confidential Discretionary Absence (other than Sickness) Self-Certification Form on Return to Work

1. Please complete this form for all absences except sickness.
2. This form must be completed on the day you return to work and then authorised by your line manager.
3. **Please do not use this form for Leave of Absence Request or Sickness Absence Self Certification.**

<b>Name</b>			
<b>Job Title</b>			
<b>Line Manager</b>			
<b>First day of absence</b>	<b>Date</b>	<b>AM</b>	
		<b>PM</b>	
<b>Last day of absence</b>			
<b>Date returned to work</b>			
<b>Total number of days absent</b>			
<b>Please provide reasons for your absence</b>			
<p><b>I confirm that I was unfit for work due to a personal emergency in the period stated above and that the information I have given is correct and complete. I understand that this information will be used to record my absence and calculate my entitlement to pay.</b></p>			
<b>Employee's Signature</b>			
<b>Date</b>			
<b>Line Manager's Signature</b>			
<b>Date</b>			
<b>Authorised with pay</b>			

<b>Authorised without pay</b>	
<b>Reason</b>	
<b>Unauthorised without pay</b>	
<b>Reason</b>	

**For office use only:**

**Return to work Meeting Completed:**

Yes ☐ No ☐

**Added to EPM:**

Yes ☐ No ☐

**Added to Arbor:**

Yes ☐ No ☐

<b>Summary non exhaustive examples of leave normally granted with pay</b>	<b>No. of Discretionary Absence Leave left:</b>
<b><u>Compassionate leave</u></b> illness or injury of a significant other person giving rise to serious domestic difficulties (period reasonably necessary but not normally more than 3 days.)	
<b><u>Bereavement leave</u></b> death (including funeral) of a significant other person (period reasonably necessary but not normally more than 5 days)	
moving house where it cannot be arranged for a non-working time (1 day)	
<b><u>Personal events or emergencies</u></b> i.e. an event which, if response were to be delayed, would result in significant personal loss to the employee such as fire or flood (1 day) Events such as Child's graduation, Wedding, Own Wedding, the following would be granted (1 day)  Study Leave or Exams (1 day)	

<b>Accepted impossible</b> travel because of weather or other public crisis. (period reasonably necessary but not normally more than 3 days)	
--	--

<b>Summary non exhaustive examples of absence normally granted without pay</b>	<b>Days Per Academic year - All Staff</b>
Any personal reason other than those above which it was not possible to schedule for a non-working day or time or within annual leave e.g. dentist, optician, medical appointment, driving test, important one-off family occasions. (maximum of 3 days)	
Attendance as witness either on subpoena or other direction from a court or at the direction of the police, or voluntary attendance at an inquest as witness not representing the school(period of attendance necessary.)	
Leave of absence for religious observance (1day)	

## SICKNESS ABSENCE SELF CERTIFICATION AND RETURN TO WORK FORM

After every period of sickness absence you must complete a 'Self Certification and Return to Work' form so that:

- We can make sure your sick pay entitlements are calculated correctly.
- You and your manager can agree your fitness to return to work.
- We can investigate, record and in appropriate cases report any absences due to injury or ill health at work.

Please ensure that you complete all parts of this form and give it to your line manager or supervisor for verification.

### All employees:

First Name (please print): ..... Surname (please print): .....  
 Directorate ..... Team Name .....  
 Payroll no: ..... NI no:   
 Job Title: .....

Date of first day of sickness: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of last day of sickness: \_\_\_\_/\_\_\_\_/\_\_\_\_ Half Day ☐  
 (include any non-working days) (include any non-working days) (Please Tick)

### Reason for Absence

**All employees:** From the list below, please tick the box next to the **ONE** category that best fits your reason for absence. If you consider that more than one category applies, please tick the box for the main condition and fill in the 'Other' box below.

You **must** complete the section below even if a doctor's certificate has already been supplied.

01	<b>Musculo-skeletal: Back &amp; neck</b> includes sprains, strain, whiplash, slipped disc, trapped nerve	<input type="checkbox"/>	07	<b>Neurological; headaches &amp; migraines</b> includes epilepsy, fainting, concussion, blackouts, dizzy spells	<input type="checkbox"/>
02	<b>Other musculo-skeletal problems</b> includes legs, feet, arms, hands, broken bones, sprains and joint problems, arthritis	<input type="checkbox"/>	08	<b>Stress, depression, anxiety, mental health &amp; fatigue</b> includes mental illnesses, nervous debility/disorder, insomnia, exhaustion	<input type="checkbox"/>
03	<b>Eye, ear, nose &amp; mouth/dental; sinusitis</b> Includes eye/ear/dental pain, conjunctivitis, loss of hearing/vision	<input type="checkbox"/>	09	<b>Genito-urinary; menstrual problems</b> Includes urinary infection, period pain, gynaecological/genital conditions	<input type="checkbox"/>
04	<b>Chest, respiratory</b> includes asthma, bronchitis hay fever, chest infections	<input type="checkbox"/>	10	<b>Pregnancy related</b> (Excluding Maternity Leave)	<input type="checkbox"/>
05	<b>Heart, blood pressure, circulation</b> includes high cholesterol/blood pressure	<input type="checkbox"/>	11	<b>Stomach, liver, kidney, digestion</b> includes diarrhoea, food poisoning, vomiting, other gastro-intestinal illnesses, constipation, IBS, Crohns	<input type="checkbox"/>
06	<b>Infections</b> All viruses & viral infections includes flu, cold, cough, throat infections, sore throats	<input type="checkbox"/>	12	<b>Other</b> Please detail below ( <u>only use where other categories cannot be applied</u> )	<input type="checkbox"/>

Do you consider that your work has in any way contributed to your illness? Yes\* ☐ No ☐  
 (\* If "Yes", please complete the 'Other' box below & complete an IRF 96 form

**Other** (Please state absence reason only if this is not detailed above. Absences should be recorded using the above reasons whenever possible. This box should be used to state the secondary reason for absence again using the standard categories whenever possible).

**Confidential**

**Accidents/Work Related Illness**

**All Employees**

Have you completed an incident report form IRF(96) confirming that your absence has been due to work related injury or ill health (excluding stress, for which this certificate is sufficient) Please tick if 'Yes':

☐

Have you been absent due to an accident not connected with work, e.g. sport, gardening? Please tick if 'Yes':

☐

**All Managers remember:** If the employee has been injured, or suffered ill health, in connection with work, you must complete an incident report IRF(96) available on the intranet. An IRF(96) form should not be completed for stress that is alleged to be work-related, this certificate will suffice as a record.

**Absence Related to a Disability**

**All Employees**

Do you consider that this period of absence is related to a disability (under the Equality Act)? Please tick if 'Yes':

☐

If yes, have you discussed this with your manager on your return to work? Please tick if 'Yes':

☐

**Line manager or supervisor:**

Please remember that absence related to a disability **is not** counted when considering sickness absence level triggers. Further guidance is given in the Absence – Special Circumstances document on the intranet.

**Prescribed conditions**

Are you suffering from and declaring a prescribed condition defined by either:

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR); or
- The Social Security Acts for the purposes of awarding Statutory Benefits under the Industrial Injuries Scheme (IIS)?

If the answer is 'Yes' enter the prescribed condition reference number here:

.....

Please attach your GP's medical certificate that confirms the diagnosis. Your GP will be able to identify the relevant reference number that defines the condition and diagnosis, which is why you must provide a GP's medical certificate. This will enable the County Council to comply with its statutory duty to notify RIDDOR prescribed diseases to the Health and Safety Executive and assist in ensuring that you receive the appropriate benefit entitlements.

**In either case, the County Council will seek your informed consent for you to be referred to the Council's Occupational Health Service for a health assessment.**

**Signatures**

**Employees:** I confirm that this is a true and accurate statement:

Signature: .....

Date: .....

**Line manager or supervisor:**

Please ensure that the reason for absence has been ticked overleaf.

I confirm that I have spoken to this employee on his/her return to work and a return to work form has been completed

☐

I confirm that an IRF(96) has been completed because the absence arises from work related injury or ill health (excluding stress) and that this has been submitted to the Health & Safety Advisory Group

☐

Name: .....

Signature: .....

Date: .....

**Submission**

Please send **one** copy of this form to your HR operations team:

	<b>Box Number</b>	<b>Address</b>
<i>CYPS</i>	SS1041	A006, Castle Court, Shire Hall,
<b>CD/CAS/ES</b>	SS1040	Castle Hill, Cambridge, CB3 0AP



## Appendix D



# Return to work form

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### Employee details

Full name	
Role	

### Absence details

First day of absence	
Last day of absence	
Total days of absence	
Was the correct procedure followed by the employee to report the absence?	
Doctor's certificate attached, if applicable?	

### Instances of absence in the past rolling 12-month period

Date		Reason	No. of working days lost
From	To		

## Meeting details

1. Date of meeting	
2. How are you feeling?	
3. Do you feel well enough to return to work and carry out your normal hours and duties?	
4. What was the reason for your absence? Was it related to: 5. An ongoing or underlying health condition? 6. Maternity/paternity or adoption leave? 7. Any factors in the work environment?	
8. Was any medical treatment required? (If yes: will you require follow-up treatment? If so, how often and when are the next appointments?)	Yes / No Details:
9. Are you on any medication following your absence, which may affect your role?	Yes / No Details:
10. If the absence was work-related, can we make any adjustments to the work environment to prevent it happening again?	Yes / No Details:
11. Do you need any adjustments to be made to the workplace?	Yes / No Details:

12. Do you need to see an occupational therapist to help you determine what adjustments would be helpful?	Yes / No Details:
13. Is a follow-up meeting required for further action? If so, when?	Yes / No Yes / No If Yes kindly fill up 13.1

### 13.1 Action Plan

The objective is that attendance will be satisfactory to the employer. Is there anything we can do to improve your attendance, eg OH referral, counselling, a review of risk assessment, temporary or permanent reasonable adjustments to the workplace, working practices or working hours or training?

### Review

Attendance will be reviewed in

1 month 2 months 3 months Date of review: \_\_\_\_\_

Follow up meeting on : \_\_\_\_\_

Please note that further absence during this period may, depending on the circumstances, mean that the review is held under Stage 1 of the formal procedure if appropriate.

Employee's signature: \_\_\_\_\_ Line manager's signature:  
\_\_\_\_\_

Employee's name: \_\_\_\_\_ Line manager's name:  
\_\_\_\_\_