

APPENDIX 1

SICKNESS ABSENCE REPORTING PROCEDURE FOR SCHOOL BASED EMPLOYEES

A copy of this procedure, together with a copy of the school's sickness absence policy and procedure, should be given to employees on their first day of work.

Employees' Responsibilities

- Attend work when fit to do so, and return to work as soon as possible
- Be aware of and comply with the sickness policy and procedure, particularly regarding sickness notification requirements and submission of self and/or medical certificates
- Communicate with your headteacher/ manager during periods of sickness absence
- Notify any absence as a result of an incident at work under appropriate reporting procedures

Managers' responsibilities

- Operate the Schools' Managing Sickness policy and procedure and ensure all staff are aware of their responsibilities
- Treat staff sensitively and provide a safe working environment, ensuring that workplace risk assessments are undertaken. Take prompt action where required.
- Be aware of health/sickness issues during recruitment, probation and promotion
- Ensure that the correct reporting and notification procedures are followed.
- Maintain contact and communicate with employees during and following sickness absence.
- Raise concerns with individuals as soon as they become apparent.
- Seek advice from the Occupational Health Service and make appropriate use of the referral process and counselling facility.

Reporting Sickness Absence Procedure

1st Day

- Contact your headteacher/ manager to report your absence as locally agreed
- State the nature and probable duration of your absence
- Report all sickness yourself, unless unable to do so.

Subsequent Days of Absence

You should contact your headteacher/manager each day to provide them with an update on your health and a probable date of return until a medical statement/fit note is produced.

Failure to report absence will lead to the headteacher/ manager contacting you by phone. If contact is not made by phone then you will be written to and asked to make contact

8th Day

- Obtain a medical statement/fit note from your doctor and send to your headteacher/ manager
- Ensure medical statement/fit note are sent in regularly and cover you for the entire period of your absence.
- Failure to provide a statement/fit note may result in loss of pay.

Absence longer than 8 days

- You and your headteacher/ manager should agree the best method to maintain contact if your absence is likely to be long term. Ideally, **you should contact your headteacher/ manager every further fifth working day of absence** throughout any period of illness to report on your health and indicate your expected date of return.

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- On return to work complete a self certification form if your absence is for less than 7 days (including Saturdays, Sundays and public holidays), in accordance with the self-certification requirements of either teachers or support staff (as set out on the Self Certification Form). **Failure to complete this form may result in loss of pay.**

If you are in hospital

If you are in hospital you should follow the same reporting process. If however you are too ill to contact your headteacher/ manager you should make arrangements for someone to make contact on your behalf. Contact should be made on the first day of your absence, saying how long you expect to be in hospital and leaving a contact number. You must provide your headteacher/ manager with hospital admittance and discharge certificates as soon as possible. No other certificates are required during your stay in hospital.

Return to work

Your headteacher/ manager will arrange a meeting to:

- Establish the cause of illness and make certain you are fit to work
- Ensure your self-certification is complete
- Discuss your sickness absence record if necessary
- Determine if a sickness review meeting is appropriate

Monitoring and Reviewing Sickness Absence

- The trigger principle acts as an early warning mechanism, this is reached when:
 - you have been absent for 8 working days in total over a rolling 12 month period or
 - absence occurs on 3 or more occasions in any 3 month period or
 - a pattern emerges, e.g. absence occurs on Mondays and Fridays
 - you have been away from the workplace for a continuous period of 4 weeks
- You may be requested to attend an informal meeting at this stage
- You and your headteacher/ manager should be in regular contact if you have been absent for more than 4 weeks continuously (a preferred contact method should be agreed as soon as possible where the absence is expected to be long term),