



Hemingford Grey

SCHOOL

Sickness Absence & Sick Pay

Date last reviewed and approved:

8th October 2013

SICKNESS ABSENCE AND SICK PAY

This policy applies to employees of Hemingford Grey Primary School. It does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. The Governing Body reserves the right to amend this policy at any time.

Sickness Absence Notification and Certification Requirements

For absences not known in advance, the following steps should normally be taken when informing absence and upon returning to work after an absence.

Where an employee is prevented by illness from reporting for duty she/he must notify his/her line manager as outlined below. In the event of unplanned absence (e.g. illness, emergency). ALL staff members must telephone the contact below to endeavour to speak to their line manager. If the telephone is not answered, a voice mail must be left.

Text messages are not permitted. The employee is responsible for making contact personally, unless in an absolute emergency, in which case a family member should contact the school on their behalf.

Senior Leadership Team

(Including Office Manager, SENDco, Senior Midday Supervisor, Site Manager)

- Telephone Headteacher between 7am and 7.30am. Please do not ring before 7am.
- Headteacher will contact Office Manager who will arrange supply when she arrives at school.

Teaching Staff

(Including HLTA)

- Telephone their Phase Leader between 7am and 7.30am. Please do not ring before 7am.
- Phase leader will contact Office Manager who will arrange supply when she arrives at school.

Teaching Assistants

- Telephone Headteacher between 7am and 7.30am. Please do not ring before 7am.
- Headteacher will contact the teacher with whom the TA is working on that day. If there is a need for a named child to be supported, Head teacher will ask Phase Leader to arrange.

Office Staff

(Including ICT Support Assistant)

- Telephone Office Manager between 7am and 7.30am.
- Office Manager will inform Head teacher of absence.

Midday Supervisors

- Telephone Headteacher AND Senior Midday Supervisor between 7am and 8 am.
Please do not ring before 7am.
- Headteacher will inform Office Manager.
- Senior Midday Supervisor will arrange cover.

Cleaning staff

- Telephone Site Manager between 7.30am and 9am.
- Site Manager will inform Headteacher and Office Manager.
- Site Manager will arrange cover liaising with Office Manager if agency cover is required.

This protocol must be followed by all staff for all short notice absences.

In the event of planned, unavoidable absence (e.g. Hospital appointment, funeral), a request must be put in writing to the Chair of Governors and copied in to the Headteacher. Please note, this is a request and will be considered against the school's Additional Paid and Unpaid Leave Policy.

It is essential that employees keep the School updated on the circumstances of their absence and its estimated duration and employees are required, where they have not indicated a likely return date on the first day of their sickness absence, to telephone the School on each subsequent day of absence.

If an employee does not report for work and has not explained the reason for absence then their line manager will be expected to contact them the same day.

In the event of the Headteacher not reporting for work, the Deputy Head or office manager will inform the Chair of Governors.

Absence records will be kept by the Office Manager who will provide statistics for the Headteacher and the Governing Body.

General notification requirements applicable to all staff

Where an employee's sickness absence lasts more than seven calendar days the employee is required to notify the Headteacher of the fact and a Medical Certificate

stating that he or she is not fit for work and the reason(s) why, completed and signed by a medical practitioner must be forwarded to the Head teacher. Thereafter Medical Certificates must be submitted for any continued sickness absence on a weekly basis, or at those intervals determined by the employee's medical certificate itself.

If an employee's doctor provides a certificate stating that he or she "may be fit for work", the employee should inform the Headteacher immediately. The School will discuss with the employee any additional measures that may be needed to facilitate a return to work, taking account of medical advice. This may take place at a Back to Work interview on the employee's return to work after a period of sickness absence or during ongoing sickness absence as appropriate.

During any period of sickness absence employees may be required to respond to any enquiries from the School during normal working hours, to receive home visits from authorised School personnel and to liaise with Occupational Health, where the School considers this is required.

On return from a period of sickness absence of less than 7 days, employees are required to complete a sickness absence self certification form and submit this to the School Office Manager.

Failure to comply with the School's sickness absence notification and certification procedures above may result in rendering the employee's absence unauthorised and hence subject to disciplinary action which may result in the delay or forfeiture of payments for sickness absence that the employee might have otherwise been entitled to had they complied.

Employees will be required to have a back to work discussion on their return to work after any period of sickness absence. This will usually be held by the employee's Line Manager/Head of Department or the Headteacher and during the meeting the reasons for the employee's absence will be discussed and the employee's Medical Certificate(s) as appropriate will be considered.

Long term or frequent absences may, in certain circumstances, lead to the termination of the employee's employment with the School in accordance with the School's Disciplinary Policy and Procedure.

From time to time it may be necessary for the School to require the employee to be examined by and obtain a medical or occupational health report from an employee's doctor, a medical practitioner nominated by the School or an occupational health adviser

to gather information about the employee's medical condition, its probable effect on the employee's future attendance at work or ability to do his or her job. Employees are required to co-operate with the School in obtaining such information and should be aware that failure to do so may constitute a breach of the terms of his or her contract of employment with the School and result in the School having to proceed with sickness absence management without the benefit of specialist advice and assistance on the basis of the existing information available to it.

Where the head teacher requires a medical certificate (fit note) from an employee, the employee will be reimbursed for any charge made on production of a receipt.

Employees' have certain rights under the Access to Medical reports Act 1988. Should the School find it necessary to obtain a medical report concerning an employee's fitness for work or any other relevant matter the employee will be asked for his or her written consent. At the time of the request the employee will be advised of his or her rights under the Act.

Statutory Sick Pay

Employees who are absent from work because of sickness will normally be entitled to receive Statutory Sick Pay (SSP) from the school provided they meet the relevant criteria.

Once the criteria have been met, SSP is not normally payable for the first three days of sickness absence, unless the employee has been absent and in receipt of SSP within the previous eight weeks. Thereafter the School will normally pay SSP at the statutory rate in force for a maximum of 28 weeks to employees who are eligible for SSP and who have satisfied the School's sickness absence and notification requirements above. The School reserves the right to withhold payment of SSP where an employee fails to follow the correct procedure.

If two periods of incapacity from work of four or more days (PIW) occur within 56 days of each other they are linked to form one PIW. Each PIW has an entitlement of 28 weeks payment and SSP is paid on a daily basis, in respect of qualifying days, which are those days normally worked.

School Sick Pay

The School also operates a School Sick Pay Scheme in accordance with the national conditions of service for teaching staff and the national conditions of service for National

Joint Council (NJC) staff. All payments made under this Scheme will include SSP payments where they fall due.

Teaching Staff:

Teaching staff are entitled to the following sick pay in respect of bona fide sickness absence notified and certified in accordance with the required procedure set out above:

During the first year of continuous service	Full Pay for 25 working days and after completing 4 calendar months' service, half pay for 50 working days
During the second year of continuous service	Full pay for 50 working days and then half pay for 50 working days
During the third year of continuous service	Full pay for 75 working days and half pay for 75 working days
During the fourth and subsequent years of continuous service	Full pay for 100 working days and half pay for 100 working days

For the purposes of the above scheme:

- "working days" means teaching and non teaching days within "directed time" or in the case of a Headteacher, normal working days; and
- "a year" is deemed to begin on 1 April and end on 31 March.

The above entitlement will be pro-rated for part-time employees.

Support Staff:

Support Staff on NJC Conditions for Local Government Services are entitled to the following sick pay in respect of bona fide sickness absence notified and certified in accordance with the required procedure set out above.

During the first year of continuous service	1 month's full pay and after completing 4 months service, 2 months half pay
During the second year of continuous service	2 months full pay and 2 months half pay
During the third year of continuous service	4 months full pay and 4 months half pay

During the fourth and fifth year of continuous service	5 months full pay and 5 months half pay
During the sixth and subsequent years of service	6 months full pay and 6 months half pay

For the purposes of the above, one month means the employee's normal working days over the period of a calendar month and the above entitlement will be pro-rated for part-time employees.

The employee's length of service for the above purposes will be calculated from the first day of sickness absence.

For the purposes of the above scheme a "year" is deemed to be a rolling 12-month period.

The calculation of School Sick Pay will take into account any previous payments of School Sick Pay made in the year (as defined above in relation to Teaching and Support Staff) immediately before the first day of the current sickness absence.

Employees should claim any Social Security sickness benefits such as invalidity or incapacity benefits to which they may be entitled and are required to notify the School of any such payments which the School will deduct from the employee's School Sick Pay.

The rules of the School Sick Pay Scheme do not imply that termination of employment may not take place before payment of School Sick Pay has been exhausted.

Sickness Absence and Annual Leave

Please refer to the School's Annual Leave Policy for details relating to this.