

General Principles

Schools are committed to providing a safe and healthy working environment for employees employed. Equally, the School requires regular and punctual attendance of its employees. This policy and associated procedures have been devised to provide a fair, consistent and equitable framework to manage sickness absence and thereby ensure that pupils and the quality of pupil learning is not affected. Sickness absence may be unavoidable; however, frequent and persistent absence is costly, disruptive to a learning environment and has a negative effect on both employees' morale and pupils' learning. The School has a duty to manage and minimise absenteeism. At all times, the Headteacher must balance the need to run an effective service with the need to support employees who are sick.

Trigger Points

The School will use trigger points as a means to:

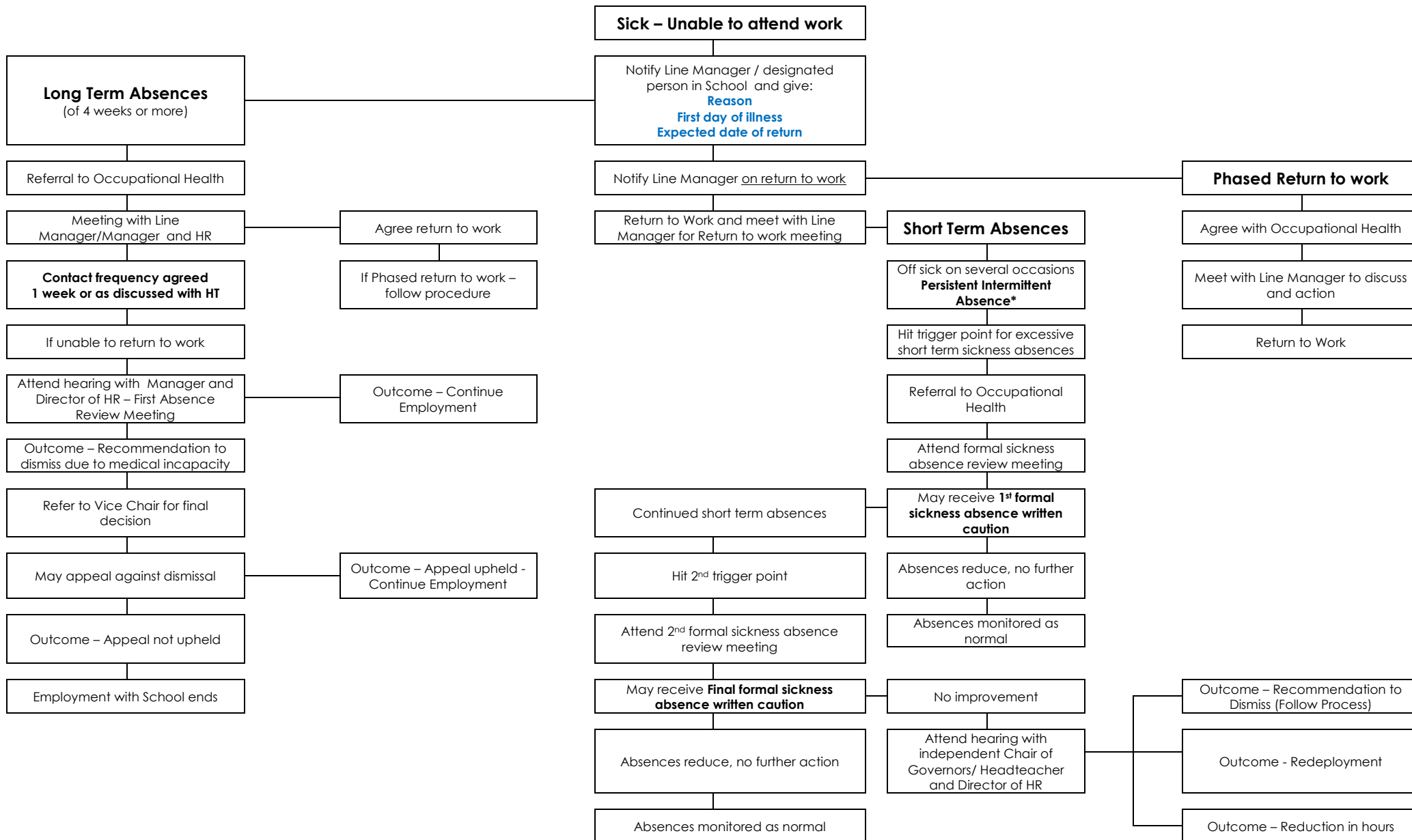
- Alert employees that their level of sickness absence is causing concern
- Ensure Head Teachers/ line managers take prompt action to deal with sickness absence
- Identify potential problems and to deal with them effectively before they escalate

It is not always necessary for a trigger point to be reached before action is taken. The Head Teacher/line manager may take action at any time, (for example, referring an employee to Occupational Health), if they have concerns about the underlying cause of sickness and/or there is a significant impact on the service.

The Schools' current trigger points are now:

- A pattern of sickness absence (e.g. Mondays/Fridays, regular sickness absence following periods of annual leave)
or
- 6 separate episodes in any 6 month period, or 10 or more days in a rolling 6 month period rolling period
or
- 12 separate episodes in any 12 month period, or 20 or more days in any rolling 12 month period.
or
- 3 separate episodes of sickness absence within any 6 month rolling period

Sickness Absence Flowchart



What happens if you have a lot of Short-Term Sickness Absence

Short term or Persistent Intermittent sickness absence is considered to be excessive if you have had:

- 6 separate episodes in any 6 month period, or 10 or more days in a rolling 6 month period
- 12 separate episodes in any 12 month period, or 20 or more days in any rolling 12 month period.

In the event of the above you will be referred to Occupational Health for advice and you may be asked to attend a formal sickness absence review meeting with your Line Manager/Manager to establish the reasons for the absences and to allow you to re-establish a normal working pattern.

Following this meeting you may be issued with a Formal First Written Caution and your future attendance will be monitored.

If you then hit a second sickness absence trigger, then you will be invited to attend a second formal sickness absence review meeting with your Line Manager or Headteacher with HR in attendance. Following this meeting you may be issued with a Formal Final Written Caution which will warn that any further failure to improve attendance within a six month period will necessitate the case being referred to a hearing with the Headteacher or Chair of Governors and the Director of HR.

Should this occur, a hearing will be arranged and you can be accompanied by a TU Representative or a companion from the school. The panel will consider the information available and allow you to give a response. A possible outcome of the hearing may be a decision to recommend your dismissal on the grounds of medical incapacity. Other possible outcomes include consideration for redeployment or reduced hours. You would have a right of appeal against any decision to dismiss.

What happens if you have Long-Term Sickness Absence

For continuous absence of 4 weeks or more, you will be referred to Occupational Health and your Line Manager will then arrange to meet with you at an agreed location, together with an HR Representative. During the meeting we will try to establish:

- the likely duration of your absence
- what problems you may be experiencing
- any Occupational Health advice
- what support/assistance the School can offer
- an indication of when you may be able to return to work.

If you are not ready to return to work contact timescales will be agreed with you and advice will be sought from Occupational Health and HR.

If, having considered all options, you are unable to return to work, then it may be necessary to consider termination of your employment on the grounds of your medical incapacity. In this event you will be invited to attend a hearing as above.

Appendix 1 – Sickness Certification and Return to Work Interview Forms

SC	Sickness Certification Form (SC) For All Sickness Periods		
	<p style="color: red;">This form should be completed in the presence of your Head Teacher/line manager on your return to work for every period of sickness absence. For periods of sickness absence exceeding 7 calendar days, a Statement of Fitness for Work (Fit Note) must be provided.</p>		
School			No: 211/2003
Full Name			Payroll No
First Day Of Absence	(Date)		
Last Day Of Absence	(Date)		
Please state inclusive days & dates – Saturday, Sunday & Bank Holidays should be included for SSP purposes			

Did Absence Result From An Industrial Injury?	Yes	No
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If you have answered yes to the above question please complete the Accident/Ill Health/Dangerous Occurrence Report Form if you have not already done so.

If you have been absent due to the actions of a third party please complete the Accident Report and Undertaking form.

Do you consider the sickness absence to be related to a disability?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you give your consent for the sickness absence to be recorded as disability related?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Please tick relevant days (if sickness period is longer than a week then tick the days you are contracted to work)

Working Days Lost	MON		TUE		WED		THU		FRI	
	Half	Full	Half	Full	Half	Full	Half	Full	Half	Full
Work Pattern Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please state reason for absence here and tick the most appropriate box below. – it is not sufficient to say 'sick' or 'felt unwell' NOTE: 'Other' should not be used unless the reason cannot be accurately described by any of the reasons listed below.

Reason For Absence	
Colds/Flu/Respiratory/Infections	Mental Health
Allergy/ Hay fever	Mental Health Illness
Asthma	Stress/Depression/Anxiety non work related
Bronchitis/Cough	Stress/Depression/Anxiety work related
Chest/Respiratory	Stress/Depression/Anxiety both
Cold/Influenza	Miscellaneous
Ear/Nose/Throat	Cancer related
Infection/Infectious Disease	Dental/Mouth
Swine Flu	Diarrhoea/Vomiting
Internal Organs/ Circulatory/ Heart	Diabetes
Blood Disorder	Eye complaint
Blood Pressure	Headache/Migraine
Cardiac/Circulation	Injury
Other Internal Organ related	Neurological
Stomach/Intestines	Post Operative
Back/Muscles/Skeletal	Skin complaint
Arthritis	Genito-urinary (including menstrual)
Back / Spinal/ Neck Problems	Pregnancy specific
Fracture (s)	Reproductive disorder
Musculo-Skeletal	Other (Please specify below)
Repetitive Strain Injury (RSI)	

Employees - Please hand this to your Head Teacher/Line Manager to complete the Return To Work Interview Record
 Head Teacher/Line Managers - Please turn over to fill out the Return To Work Interview Record and sign this form.

RR

Return to Work Interview Record

This form should be completed by your Head Teacher/Line Manager on your return to work following sickness absence.

Any confidential notes relating to this interview should be sent with this form to the Head Teacher for filing on the employee's personal file. For periods of sickness exceeding seven calendar days a FIT NOTE must be provided. The SELF CERTIFICATION FORM must also be completed for every period of sickness absence.

This is a record of the discussion held on: regarding your sickness absence.

1. You have returned from a period of sickness absence: FROM: _____ TO: _____ Totalling Working Days _____
2. **Your current total number of working days accumulated sickness absence in the last 6/12 months is (School trigger point is 6 days).**
3. The total number of occasions of sickness absence in the last 6 months is _____ (School trigger point is 3 occasions)
4. **Are there any underlying health/welfare issues linking current and previous absences? (n/a or give details) (NOTE: If sickness absence is related to a disability, reasonable adjustments must be considered and detailed below in question 6)**
5. We discussed the following support you may need to achieve and maintain good attendance (n/a or give details)
6. We agreed the following reasonable adjustments to assist your return to work/improve attendance:
7. We discussed the following concerns about the level/nature of your sickness absence (n/a or give details) (Refer to any previous Return to Work Meeting records as appropriate)
8. Significant issues raised at previous Return to Work Interviews (n/a or give details)
9. If trigger point has been adjusted, please state why:

FURTHER ACTIONS:

- | | |
|--|---|
| <input type="checkbox"/> No further action at this stage | <input type="checkbox"/> Proceed to 2 nd Formal Absence Review Meeting |
| <input type="checkbox"/> Employee requested to provide Doctor's certificate for absences of less than 7 calendar days (until agreed review date) | <input type="checkbox"/> Referral to the Occupational Health Unit (NOTE: Employees who have been on sickness absence for more than 4 weeks must be referred to the OHU) |
| <input type="checkbox"/> Proceed to 1 st Formal Absence Review Meeting | |

Employee's Name		Date	
Signature			
Head Teacher/ Line Manager	ANGELINA JOHN	Date	
Signature			

Please note: To knowingly provide false information may result in disciplinary action
Please return this completed form to your Sickness Co-ordinator no later than the Monday following the week in question.