

# **Ashton West End Primary Academy**

## **Managing Attendance Procedure**



**Approved by the Full Governing Body on June 17th 2021**

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## **1. SCOPE OF PROCEDURE**

This procedure applies to all employees of Ashton West End Primary Academy.

## **2. PROCEDURE STATEMENT**

This Governing Body are committed to improving the health, wellbeing and attendance of all our employees and to reduce levels of absence. We value the contribution our employees make to our success and therefore, when any employee is unable to be at work for any reason, that contribution is missed.

This Governing Body aims to encourage all of its employees to maximise their attendance at work and is committed to providing a working environment in which all employees are supported to achieve and maintain regular and punctual attendance at work.

This procedure does not form part of an employee's contract and it may be amended at any time. We may also vary the process set out in this procedure, including any time limits, as appropriate in an individual case.

## **3. KEY PRINCIPLES**

The procedure provides fair and clear guidelines for managing attendance. While the Governing Body recognise that a certain level of sickness absence is inevitable, it must also have regard to its business needs. The aim of the Attendance Procedure is to strike a balance between the pursuit of its business needs and the genuine needs of employees to take periods of time off work because of sickness.

The cost of absence and timekeeping adversely affects our ability to deliver an efficient and effective service in many ways, including:

- The direct cost of occupational sick pay;
- Time spent organising cover;
- Pressure on remaining work colleagues to cover for absent colleagues, often at short notice; and
- Disruption to the business / school which can result in reduced levels of service.

For these reasons the Governing Body seeks to follow a fair and consistent approach towards all employees who are unable to attend work regularly. Through effective monitoring and management of absenteeism and timekeeping, we will encourage full attendance of all our employees.

As a responsible employer, the Governing Body will:

1. Undertake to provide payments to employees who are unable to attend work due to sickness in accordance with relevant contractual occupational sickness payment schemes (Appendix C).
2. Manage attendance and improve performance in order that the costs of absence are minimised.
3. Support employees who have genuine grounds for absence, for whatever reason. This support includes:
  - a. A flexible approach to the use of annual leave and/or other types of leave.

- b. Access to support services (e.g. occupational health, counselling, physiotherapy) as appropriate.
4. Consider advice given by an employee's GP on the 'Statement of Fitness for Work' and discuss with the employee how we can help them get back to work, for example, on altered hours or duties.
5. Use Occupational Health Services, where appropriate, to help identify the nature of an employee's illness, and to advise the employee and the Manager/Headteacher on the best way to improve an employee's health and wellbeing.
6. Respect the confidentiality of all information relating to an employee's sickness. This procedure will be implemented in line with all data protection legislation and the Access to Medical Records Act 1988.
7. Ensure procedures, correspondence and meetings will be clear, fair, appropriate, consistent and within the requirements of the Equality Act 2010.
8. Allow an employee to be accompanied at any formal meeting by a work colleague or a certificated representative of a trade union / professional association recognised by the academy. Where appropriate HR representation may also be required.

**Managers are required to:**

- communicate effectively to all employees and ensure all employees are aware of the Managing Attendance Procedure.
- provide a safe working environment. This will include both the physical environment and broader workplace issues affecting health and wellbeing.
- recognise good attendance.
- improve attendance levels, prevent absences from work, and effectively manage instances of absence from work in line with the Managing Attendance Procedure, taking appropriate and timely action as necessary.
- maintain accurate attendance records for each employee and monitor and review absence levels taking action as appropriate.
- maintain frequent contact with employees during periods of absence.
- hold a discussion with the employee on their return to work following every period of sickness or unauthorised absence, and ensure the employee is fit to carry out his/her duties.

**Employees are required to:**

- take positive action to maintain and improve their own health and well-being.
- take responsibility for achieving and maintaining regular and punctual attendance at work, in line with the terms of their contract of employment.
- understand the impact of their absence on colleagues and service delivery.
- discuss any concerns or problems in relation to their work with their line manager.
- co-operate with all aspects of the Managing Attendance Procedure.
- communicate all absences in accordance with the notification requirements.
- consider all available options in order to maintain regular attendance in work (e.g., flex, annual leave, flexible working etc).
- where any sickness absence occurs, maintain frequent contact with line manager and provide any necessary medical documentation in good time.

**Suspension of live warnings**

Where an employee does not attend work for a period of 2 months or longer, any live warnings will be suspended for the duration and will be re-instated at the same phase upon the employee's return to work.

## **4. TYPES OF ABSENCE**

### **4.1 Sickness Absence**

Sickness absence is when an employee is off work for a full day/shift, goes home early or arrives late for work, due to sickness. Sickness absence can only relate to an employee's personal sickness and not that of a dependant. Sickness absence will be recorded in full day or half days blocks. For the purpose of absence monitoring, an occasion of sickness is a half day or more.

### **4.2 Unauthorised Absence**

Unauthorised absence is absence which has not been agreed or authorised by a line manager in advance. Absence that has not been notified according to the notification procedure will be treated as unauthorised, unless a satisfactory explanation is subsequently received. The academy reserves the right to withhold pay for unauthorised absences. If an employee fails to notify the academy of absence and subsequently returns to work, then the employee may be subject to formal disciplinary action.

### **4.3 Authorised Absence**

Authorised absence is a planned absence that has been agreed in advance by your line manager. Authorised absence can take many forms for example, annual leave, parental leave, time off for domestic emergencies.

## **5. NOTIFICATION OF ABSENCE**

If an employee is unable to attend for work, or will be late, the notification procedure to be followed at all times is detailed in the table overleaf.

Employees must notify their line manager directly and by telephone. Other types of communication such as text messages or emails etc. are not acceptable methods of notifying your manager of your absence. Leaving a message in any format with a colleague is also unacceptable.

In extreme circumstances (e.g. due to hospitalisation), if an employee is unable to make contact personally, then someone else may do it on their behalf but the ultimate responsibility for contacting their manager lies with the employee and if no contact is made then it will be deemed as unauthorised absence.

If an employee fails to comply with notification procedures their absence will be treated as unauthorised and the employer reserves the right to withhold occupational sick pay and statutory sick pay, and to also instigate the disciplinary procedure.

Managers should make a record when an employee notifies that he/she is unable to attend, including when the call was made, the stated reason for the absence, and how long the employee believes they will be absent.

At any time during a period of absence an employee may be called by their manager to discuss their progress and expected return to work date.

If an employee is taken ill at work, they should report this to the line manager. If an employee is injured at work, they should report this to the line manager immediately. The line manager should report the injury in line with the Health and Safety Procedure for notification of accident at work. If deemed necessary, and in the event that the employee's emergency contact cannot be reached, the line manager may make arrangements for the

employee to be accompanied to a doctor/hospital or for the employee to be taken to hospital or to their GP.

<b>Day of absence</b>	<b>Action by Employee</b>	<b>Action manager by</b>	<b>Sickness Absence Evidence</b>	<b>When required</b>
<b>Day 1</b>	Personal contact to the line manager or designated deputy by telephone, no later than 1 hour before the start of their normal working day/shift. The employee will provide details of the reason for absence and give an indication of the anticipated duration of the illness/incapacity.	Record of conversation(s).		On first day of absence
<b>Calendar days 2 - 7</b>	Daily contact with line manager to notify of the reason for the continued absence and inform of their recovery progress.	Record of conversation(s)	Self-certification day 4-7	Days 2 - 7
<b>Calendar Day 8</b>	Contact line manager to notify of the reason for the continued absence.  Obtain a medical certificate from GP (for sickness absence).	Record of conversation(s)	Fitness for Work certificate from GP	Within 2 days of issue
<b>Subsequent continuous absence</b>	Contact line manager/supervisor to notify of the reason for the continued absence. Obtain a further medical certificate from GP.		Fitness for Work certificate from GP	Within 2 days of issue
<b>Return to work</b>	Contact manager/ supervisor as soon as possible and no later than 24 hours before intended date of return.	Hold return to work Interview with employee. Determine if absence is related to a disability or not.	Fitness to return to work note and self-certification if required	On day of return  On day of return

## 6. RETURNING TO WORK

When an employee returns to work following a period of sickness absence or unauthorised leave, they will be required to attend a Return to Work Interview (RTWI) with their line manager, regardless of the duration of the absence. The RTWI should take place on the employee's first day back to work, and must be signed by both the employee and manager. The RTWI form will be retained by the line manager.

Each time an employee returns to work, the manager should speak to the employee about the absence and the reason for it. The manager should assess whether the employee is fit for work before commencing work. The manager should also ensure confidential records of all absences are kept.

The purpose of the Return to Work Interview is to:

- a. assess whether the employee is fit to work
- b. establish if there are any underlying reasons for the absence;
- c. identify possible patterns or trends of absence and investigate these;
- d. establish whether the employee's absences are in any way work related;
- e. establish whether medical advice needs to be sought to determine whether there is any underlying medical explanation for the employee's absence;
- f. establish whether any reasonable adjustments need to be made to assist in the employee's return to work;
- g. set reasonable targets / timelines for improvement if necessary;
- h. warn the employee of the consequences of continuing unsatisfactory attendance.
- i. if triggers have been met, to inform the employee that they will be invited to an Attendance Meeting

A return to work interview template is attached at Appendix B.

## **7. TRIGGERS FOR ACTION**

### **7.1 Sickness Absence**

Where an employee has met one (or more) of the following triggers, managers are expected to take immediate and appropriate action.

- Absence totalling 6 working days/shifts a 12 month rolling period (pro rata for part time employees)
- Any 3 separate periods of absence within a 12 month rolling period (pro rata for part time employees)
- After one period of 3 calendar weeks continuous absence
- Absence of 2 instances or 3 working days during the live period of a warning
- Trends or unacceptable patterns of absence e.g. regular Friday or Monday
- Where an employee is absent with a mental health/stress related condition
- Where the employee falls outside of these trigger points but their level of absence is a cause for concern. For example, if a period or pattern of absence continues beyond any review period, such previous absence may be considered as part of the ongoing absence review.

### **7.2 Other**

Other events which may trigger action under this procedure, or an alternative procedure, include:

- Following an accident/incident at work
- Where an employee is absent as a result of disciplinary or capability procedures being invoked
- Any period of unauthorised absence
- Allegations that the employee has been carrying out other work whilst certifying him/herself incapable of work with the academy
- Where an employee has failed to follow the process for notification/certification

## **8. SHORT TERM ABSENCE**

When a trigger for action has been met, the formal process will commence and the manager will invite the employee to an Attendance Meeting.

### **8.1 Attendance Meeting**

The meeting will normally be held with a Manager / Headteacher. The employee will be given at least 5 days written notice of the meeting and informed of their rights of representation.

Managers should review all information available to them and take account of any relevant information highlighted within the meeting.

The manager (with HR support where required) will determine if the absence is related to a disability, or not.

### **8.2 Absence unrelated to a disability**

At the Attendance Meeting, where absences are unrelated to a disability (e.g. broken bones, cuts, colds, stomach bugs, etc) the manager will have the option and flexibility to:

- issue an appropriate warning (see section 13.2)
- not issue a warning
- extend a current warning, or
- consider some other appropriate action (support, flexible working, etc.).

If an employee already has a 'live' written warning on record (issued under any employment policies and/or procedures, the manager may issue a final written warning at the Attendance Meeting.

If the employee already has a 'live' Final Written Warning on file (issued under any employment policies and/or procedures), the manager will inform the employee at the Attendance Meeting that they will be invited to an Attendance Review Hearing (held as a separate meeting), with one possible outcome being that their employment is terminated.

Managers will ensure that any outcome of the meeting is followed up in writing which will confirm to the employee that:

- Their attendance record does not meet the required standards and is causing concern
- Their absence is having a detrimental impact on the organisation and service delivery
- An immediate improvement in their attendance record is required and that the improvement should continue
- The length of time any warning will remain on record for
- Their right to appeal the warning issued including details of who they should appeal to and by when
- Their attendance will now be specifically monitored against revised sickness absence triggers of 2 instances or 3 days during the period of the warning
- If further absences occur that meet these triggers they will be invited to an Attendance Meeting where further appropriate action will be taken

### **8.3 Continued Monitoring – Revised Triggers**

Following an Attendance Meeting, the manager will continue to closely monitor the employee's attendance levels.



If any further absences occur, an employee will be required to attend a return to work interview (RTWI) with their line manager when they return to work, regardless of the duration of the absence.

If the employee's subsequent absences meet the reduced triggers of 2 instances of absence or a total of 3 days absence during the period of the current live warning, the employee will be advised at the RTWI that they will be invited to an Attendance Meeting which will determine what further action will be taken.

#### **8.4 Absence related to a disability**

If the absences are related to a disability, the manager will continue to monitor the employee's attendance under the Managing Attendance Procedure.

At the Attendance Meeting the manager will:

- confirm the employee's attendance record is causing concern and their absence is having a detrimental impact on the organisation and service delivery
- establish, as far as possible, what the disability is
- establish what positive action the employee has taken to maintain their health and improve their attendance
- establish what medical intervention has occurred or is planned, who by, and the expected timelines
- review all available medical information and consider if additional medical advice is required
- establish if any adjustments to the working arrangements have been identified/considered/implemented
- discuss and confirm an attendance plan with the employee to maintain their attendance at work
- arrange Interim Review Meeting(s), as appropriate
- arrange an Attendance Review Meeting no later than 6 months after the Attendance Meeting held, to review the employees attendance and health situation

#### **8.5 Attendance Review Meeting**

The meeting will normally be held with a senior manager. The employee will be given at least 5 days written notice of the meeting and be informed of their right of representation.

The purpose of the Attendance Review Meeting is to:

- Establish the employee's attendance levels
- Review the employee's current health situation and any available medical information, including what medical intervention has occurred or is planned, who by, and the expected timelines
- establish what positive action the employee has taken to maintain their health and improve their attendance
- Review any reasonable adjustments put in place, the impact these adjustments have had, and the extent to which these have improved attendance
- Determine an outcome to the meeting

The meeting will have a number of possible outcomes:

- a) Attendance has improved to an acceptable level; or
- b) Attendance has not yet reached an acceptable level but evidence indicates this is likely in the very near future; or
- c) Attendance has shown no improvement and/or has declined

### **a) Attendance has improved to an acceptable level**

If the employee's attendance has improved to an acceptable level, with or without reasonable adjustments, the manager will confirm that the formal process will now end.

Any future absences will necessitate a RTWI and the formal process will start again if and when triggers are met.

### **b) Attendance has not yet reached an acceptable level but evidence indicates this is likely in the very near future**

If the employee's attendance has not improved to an acceptable level, but there is evidence to indicate that attendance will improve in the very near future, or if additional reasonable adjustments are identified and agreed, the review period can be extended and the employee will be invited back to a reconvened Attendance Review Meeting at an appropriate date.

If, at that time, attendance has improved to an acceptable level, with adjustments that can be sustained, the formal process will end.

If further short term absences occur between the Attendance Meeting and the Attendance Review Meeting, a RTWI will be held for each instance of absence. The SUM/HT will be able to bring forward the Attendance Review Meeting, if appropriate, to review the adjustments, medical interventions, support offered, etc.

### **c) Attendance has not improved to an acceptable level**

If the employee's attendance has not improved to an acceptable level and there is no indication that attendance will improve in the near future, the employee will be invited to attend an Attendance Review Hearing, to be held with a Governing Body Committee.

The aim of the Attendance Review Hearing is to enable a holistic review of the attendance case by a senior manager, the support offered and/or implemented, available medical information, the level of absence, the impact on service delivery, and to ultimately determine whether the employee's level of absences can be sustained.

The Assistant Director / Governors have the flexibility to:

- determine that the levels of absence in relation to the disability are sustainable and the employee is removed from the formal process
- agree additional reasonable adjustments or medical interventions
- extend the review period and refer the case back to an Attendance Review Meeting
- reconvene the Attendance Review Hearing pending further information
- terminate employment

## **9. LONG TERM ABSENCE**

Long term absence is defined as any absence that continues for a period of 3 calendar weeks or more, or absence in excess of more than 15 days/shifts in any 12 month rolling period.

When an employee is absent for long periods, it is important that frequent communication occurs to provide continued support to the employee and to manage service delivery.

As part of the long term sickness absence procedure, detailed below, the manager will, where appropriate and possible, support an employee's return to work by:

- a) maintaining frequent contact;

- b) obtaining medical advice;
- c) making reasonable adjustments to the workplace, working practices and working hours;
- d) considering redeployment; and/or
- e) agreeing a return to work programme

## **9.1 Interim Review Meeting(s)**

Managers will be expected to undertake an Interim Review Meeting with the employee at least every 4 weeks following commencement of the long term absence, or as such timescales as the circumstances dictate.

The purpose of the review meeting is to help managers understand:

- the ongoing nature of the illness and the employees general state of health;
- the major impact that this has on the employees ability to carry out their job;
- the content of any available medical information and determine if any further medical intervention is planned;
- a likely return to work date;
- the action the employee has already undertaken, or will undertake, to aid their recovery and expedite their return to work; and
- if any adjustments could help the employee to return to work by either a short term rehabilitation plan or by looking at adjustments to their role or other suitable alternatives.

Following the meeting(s) there will be one of three outcomes:-

1. A return date is given (with or without necessary reasonable adjustments/short term rehabilitation plan); or
2. A return date is not given however reasonable adjustments/short term rehabilitation plan was discussed to help the employee return to work;
3. A return date is not given and no reasonable adjustments were identified at that time.

Following the meeting, the discussion will be confirmed in writing to the employee and a copy placed on their file.

If a return date is not given at the week 12 Interim Review Meeting, the matter may be referred to a Governing Body Committee at an Attendance Review Hearing.

## **9.2 Return to Work following a Long Term Absence**

A RTWI will be held with the employee.

As the long term absence will have met a trigger for action, they will be invited to an Attendance Meeting, at which the manager will determine whether the long term absence was related to a disability, or not.

## **9.3 Long term absence unrelated to a disability**

At the Attendance Meeting, if the absence was unrelated to a disability, the manager will have the option and flexibility to:

- issue an appropriate warning (see section 12.2)
- not issue a warning
- extend a current warning, or
- consider some other appropriate action (support, flexible working, etc.).

If a warning is issued or extended, amended triggers of 3 days or 2 instances will apply for the duration of the warning period.

#### **9.4 Long term absence related to a disability**

If the absence was related to a disability the discussion with the employee will be about maintaining regular communication and reviewing support during the early stages of their return to work.

An Attendance Review Meeting will be arranged (between 1 and 6 months following the employees return to work) and, where appropriate, Interim Review Meetings with the line manager may also be arranged to ensure the employee receives continued support.

### **10. ATTENDANCE REVIEW HEARING**

An Attendance Review Hearing would usually be arranged in the following circumstances:

- If an employee's attendance remains/becomes unsatisfactory; or
- If medical information indicates that a return to work is unlikely within the foreseeable future; or
- If an employee's absence is expected to continue beyond 12 weeks

An Attendance Review Hearing will normally be held with a Committee of the Governing Body. The employee will be given at least 5 days written notice of the meeting and their rights of representation will be confirmed.

The main purpose is to allow a review of the facts of the case, to appraise the support, intervention and action taken so far, to determine what further action is required, and to make a decision surrounding the employees continued employment.

At this Hearing, the Governing Body Committee will take account of the medical information presented by the manager and employee; its impact on colleagues, budget and service delivery; and to make a decision regarding either the continued management of the employees absence(s), or the employees continued employment. In cases where employees have more than one job, the decision will include employment in all jobs.

### **11. RIGHT OF APPEAL**

Employees may appeal against a written warning or a final written warning to the appropriate Committee of the Governing Body appeal panel whose decision will be final.

In instances where the Governing Body Committee issued the original warning, an alternative Governing Body Committee will be identified to consider the appeal.

Any appeals against termination of employment will be made to the Committee of the Governing Body.

### **12. MEDICAL INFORMATION**

#### **12.1 Self-Certification**

Any employee who is absent due to sickness for 4 days or more is required to complete a self-certification. Failure to submit a self-certification will result in both

statutory sick pay and occupational sick pay being withheld. You can self-certificate for a maximum of 7 calendar days.

Knowingly giving false information on a self-certification form may amount to gross misconduct and will result in disciplinary action, which may result in dismissal.

## **12.2 Fit for Work Note / Fit Notes**

Any employee who is absent due to sickness for more than 7 calendar days is required to obtain a fit note from their GP or Consultant and submit this to their line manager within 2 days of issue.

Fit notes are issued for a stated period of time; further fit notes must be submitted to cover the total period of sickness absence. Failure to submit fit notes will result in both statutory sick pay and occupational sick pay being withheld.

Any sickness that occurs on a public or bank holiday must be covered by a fit note to ensure payment for that day.

The academy reserves the right to request that a fit note be produced for periods of sickness absence of seven days or less from the employee's GP. The academy will reimburse any reasonable charges incurred by the employee in complying with such a request.

## **12.3 Occupational Health**

If deemed necessary, referral to an Occupational Health medical practitioner will be made to assess an employee's health status and specifically how this impacts upon their ability to undertake their role. The manager will inform the employee of any referral made.

The manager or Occupational Health medical practitioner may request a medical report from the employee's GP and/or Specialist/Consultant.

An employee may be referred to the Occupational Health service at any time if this will support their attendance at work.

The sickness scheme within the National Conditions of Service (for Council employees and school support staff) states "an employee shall, if required by the authority at any time, submit to a medical examination by a medical practitioner nominated by the authority..."

Similarly, the Burgundy Book (for teachers) states "a teacher shall not be entitled to sick pay unless...the teacher undertakes any examination that the employer may require by an approved medical practitioner nominated by them..."

Failure to comply without adequate explanation will result in loss of sick pay entitlement and possible disciplinary action.

## **13. OTHER / SUPPLEMENTARY**

### **13.1 Sickness Absence and Annual Leave**

If an employee falls ill prior to pre-booked annual leave, subject to the employee complying with the academy's reporting procedure, the absence period will be treated

as sickness absence and will not count against annual leave entitlement. A Fit Note (which the employee must pay for) should be produced to cover the sickness period.

In order to assist employees in managing their attendance record, managers may consider annual leave requests from employees received at short notice.

**13.2 Formal Warnings and Dismissal**

Action	Maximum Length Of Time Kept On File
Written warning	12 months
Final written warning	18 months
Dismissal	n/a

*Existing 'live' warnings issued under any employment policies and/or procedures, will be taken into consideration by managers when determining the appropriate level of further warnings.*

*If an employee is dismissed as a result of an accumulation of warnings, the dismissal will take place with immediate effect and the employee will be paid in lieu of notice.*

**13.3 Disabilities**

The academy is aware that sickness absence may be disability related. At each stage of the short term and long term managing attendance procedure, consideration will be given as to whether there are reasonable adjustments that could be made to the requirements of the job or other aspects of working arrangements that will provide support at work and/or assist a return to work.

Any employee who considers that they are affected by a disability, or any medical condition which affects their ability to undertake their work, should inform their manager.

**13.4 Failure to comply with meeting requirements**

Where an employee is not agreeing to meet with his/her manager, managers will initially seek to identify what concerns the employee has about attending the meeting - emphasising the positive elements of meeting. However, if there is still no co-operation, the manager will be required to make decisions in respect of the employee's employment based on the facts and information available to them.

Where an employee chooses to be accompanied at a formal stage meeting/hearing and a representative is unavailable, following a written request the meeting may be postponed for no more than 5 working days / 7 calendar days. It is the employee's responsibility to make alternative arrangements in time for the next arranged meeting.

**13.5 Rehabilitation to Work**

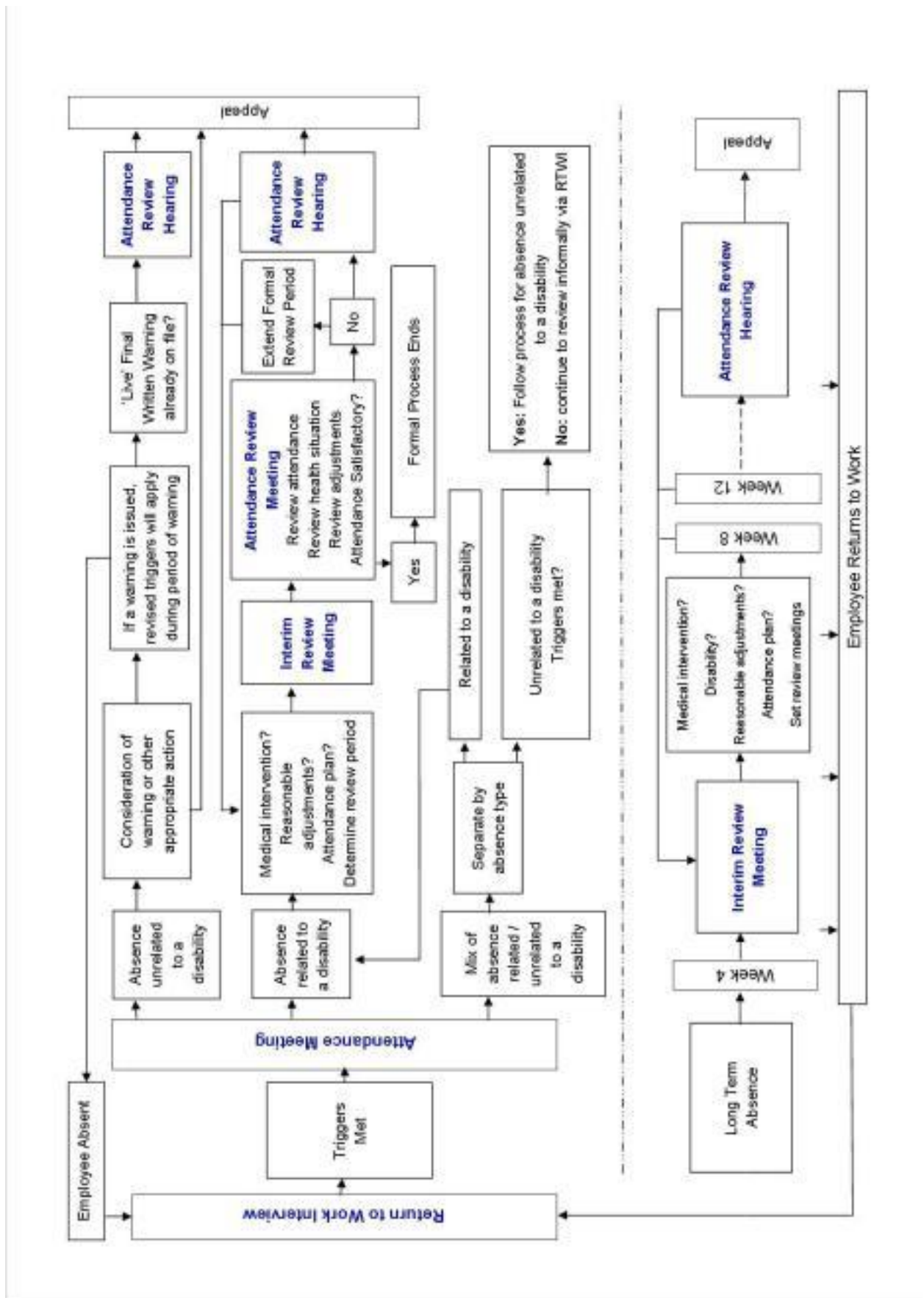
In the case of any employee returning to work from a long term absence, the consideration of reasonable adjustments to the workplace to assist in this will be made. This may include:

- A phased return in terms of hours/days to be worked
- Amended duties on a phased basis
- Any other reasonable adjustments to the workplace





APPENDIX A: FLOWCHART - MANAGING ATTENDANCE



**APPENDIX B: RETURN TO WORK INTERVIEW**

PRN		Name	
Directorate/ Department			
First Date of Absence		Date Returned to Work	
Number of Working Days Lost (this absence)		Number of Instances of Absence (last 12 months)	
Cumulative Absence in Days/Shifts (last 12 months)			
Reason for Absence	Please Tick:	Details:	
Back & Neck Related			
Cancer Related			
Chest & Respiratory			
Coughs/Colds/Flu/Influenza			
Endocrine			
Eye, Ear Nose & Mouth Related			
Genito-urinary / Gynaecological			
Heart & Blood Related			
Infections			
Injury/Fracture/Broken Limbs			
Neurological			
Operative / Post-Operative			
Other Musculo-Skeletal			
Pregnancy Related			
Stress, Depression, Anxiety, Other Psychological Illness			
Stomach & Digestion			
Skin Related			
Notes			
Follow up Action to be Taken (if any)			
Employee Signature		Date	
Manager Signature		Date	

Cost of Absence ( this is to be completed following the return to work discussion and should not be discussed with the employee as part of the return to work discussion)

1. Notional Cost of Absence (hourly rate multiplied by hours missed)	
2. Actual Cost of Absence (e.g. cost of agency and/or overtime)	
3. Total Cost of Absence (1+2)	

## APPENDIX C: SICK PAY SCHEMES & ENTITLEMENT

### **School Support Staff**

Entitlement through sickness or injury is in accordance with the NJC Conditions of Service Green Book (as amended from time to time) and at present the scale of entitlement is as follows:

During first year of continuous service	1 month full pay and (after completing 4 months service) 2 month's half pay (inclusive of statutory sick pay)
During second year of continuous service	2 months full pay and 2 month's half pay (inclusive of statutory sick pay)
After 2 years continuous service	3 months full pay and 3 month's half pay (inclusive of statutory sick pay)

### **Teachers**

Entitlement through sickness or injury is in accordance with the Burgundy Book (as amended from time to time). Entitlement to Sick Pay is based on length of continuous teaching service and is set out below.

During 1st year of service:	25 days full pay and (after completing 4 calendar months' service) 50 days half pay (inclusive of statutory sick pay)
During 2nd year of service:	50 days full pay and 50 days half pay (inclusive of statutory sick pay)
During 3rd year of service:	75 days full pay and 75 days half pay (inclusive of statutory sick pay)
During 4th and successive years of service:	100 days full pay and 100 days half pay (inclusive of statutory sick pay)

### **Tameside**

Entitlement through sickness or injury is in accordance with the NHS Terms and Conditions of Service Handbook (as amended from time to time). Entitlement to Sick Pay is based on length of continuous NHS service and is set out below.

During 1st year of service:	one month's full pay and two month's half pay
During 2nd year of service:	two month's full pay and two month's half pay
During 3rd year of service:	four month's full pay and four month's half pay
During 4th year of service:	five month's full pay and five month's half pay
After 5 <sup>th</sup> year of service:	six month's full pay and six month's half pay

For purposes of statutory sick pay, both Saturday and Sunday count and the Governing Body has agreed that all 7 days of each week count as Qualifying Days. Any pay received during periods of sickness absence is subject to income tax and N.I. deductions.

### **Payment During Periods of Sickness Absence**

As an employee of the academy, your sick pay is made up of two separate elements: Occupational Sick Pay, which is discretionary and subject to local agreement, and Statutory Sick Pay, which is determined by the Government.

### **Occupational Sick Pay (OSP)**

Occupational sick pay will be paid at the discretion of the employer. In the event of sick pay being sanctioned, employees will receive their basic wage during sickness absence in accordance with their entitlement (pro rata for part-time employees).

If you are absent from work due to sickness or injury, eligible employees are entitled to receive Statutory Sick Pay (see below), and may also be entitled to Occupational Sick Pay.

### **Statutory Sick Pay (SSP)**

The Governing Body has a legal obligation to pay Statutory Sick Pay (SSP) to eligible employees. SSP is subject to income tax and national insurance contributions. SSP is paid at the statutory rates, as amended from time to time, via the employee's monthly pay. If an employee is not eligible for the Occupational Sick Pay they may still be eligible for SSP.

SSP is payable in respect of 'periods of incapacity for work' (PIW) of four days or more. Saturdays, Sundays and Public holidays or other rest days are counted in calculating PIWs. No SSP is payable in respect of the first three days of sickness, which are called 'waiting days'. However, where two PIWs are separated by eight weeks or less they are said to be 'linked' and SSP is payable without the need to accumulate more waiting days.

SSP is payable only for 'qualifying days'. Qualifying days are Monday to Friday inclusive regardless of actual work patterns. There are various exclusions from SSP and, if an employee is excluded, they may be able to claim State Sickness Benefit instead.

It shall be at the discretion of the employer as to whether any further remuneration is paid to the employee after the expiry of any Occupational Sick Pay or SSP.