



## Attendance (Sickness Absence) Policy

Policy adopted by Academy Transformation Trust on	March 2016
Next review	January 2018
Policy agreed by trade unions on	January 2016
This policy links to:	Located
<ul style="list-style-type: none"><li>• Disciplinary Policy</li><li>• Health and Safety Policy</li><li>• Maternity, Paternity, Adoption &amp; Parental Leave Policy</li><li>• Equality Act 2010</li><li>• Data Protection 1998</li></ul>	



## **Our Mission**

To provide the very best education for all pupils and the highest level of support for our staff to ensure every child leaves our academies with everything they need to reach their full potential.

We promise to do everything we can to give children the very best education that gives them the best opportunity to succeed in life. All of our academies have it in them to be outstanding and achieving this comes down to our commitment to our pupils, staff and academies.

## **Introduction**

Academy Transformation Trust (ATT) is committed to providing high quality teaching and learning in our academies and for our pupils. To support this we are committed to providing safe and healthy working environment for our employees so they are able to attend work regularly.

We take a sympathetic and sensitive approach in managing sickness, and will make every reasonable effort to aid recovery and return to work. ATT acknowledges that it has a responsibility towards promoting a positive health and safety culture and that from time to time employees may become ill and as a consequence be unable to attend work. ATT expects employees to cooperate in ensuring that all sickness absences are managed in line with this policy. ATT also recognises the impact absences have on pupils and colleagues, and the cost of providing staff cover so employees should be aware that they have a duty to attend work regularly and take reasonable steps to ensure their health and welfare.

The procedure balances the need to maintain service delivery and the interests of employees by ensuring that employees are fit and healthy for work. This policy is dependent on the openness and mutual trust and respect between employees and their line managers and the willingness of all parties to cooperate. This policy has been drafted in consultation with the recognised trade unions.

## **Aim and purpose of policy**

The aim of the policy is to manage attendance in an effective way, in order to support employees suffering from ill health, maintain good attendance and reduce sickness absence levels. This policy takes account of the Equality Act 2010 and decisions will be taken in light of the provisions of the Act.

The purpose of this policy is to set out the rules and procedures which need to be followed so that attendance is managed in a fair, consistent and reasonable way.

## **Review of policy**

This policy will be monitored and reviewed every two years in consultation with all recognized trade unions. The Governing Body takes seriously its responsibilities in respect of equality monitoring and will monitor the equality impact of this policy in respect of all protected characteristics as defined under the Equality Act 2010.

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## **1. Scope of policy**

- 1.1 This policy covers all employees whether permanent or temporary, full or part-time and irrespective of level in the organisation. The policy covers both short term and long term periods of sickness.
- 1.2 Failure to comply with the policy may be dealt with under the disciplinary procedure.

## **2. Definitions**

- 2.1 Short term sickness absence – any absence that lasts between half a day and twenty consecutive days (or four weeks for part-time staff).
- 2.2 Long term sickness absence – any absence that lasts for a continuous period of longer than 20 consecutive days (or four weeks for part-time staff).

## **3. Disabilities**

- 3.1 An individual who has been absent from work by reason of a disability as defined by the Equality Act 2010 has protection under that Act.
- 3.2 We are aware that sickness absence may result from a disability. At each stage of the sickness absence meetings procedure, particular consideration will be given to whether there are reasonable adjustments that could be made to the requirements of a job or other aspects of working arrangements that will provide support at work and/or assist a return to work.
- 3.3 If an employee considers that they are affected by a disability or any medical condition which affects their ability to undertake their work, they should inform [POSITION] OR their line manager.

## **4. Confidentiality and data protection**

- 4.1 All information regarding an employee's health or personal situation should be treated confidentially and sensitively. Employees should be aware that sometimes line managers will need to ask them about their health where this is affecting attendance. Any breach of confidentiality may result in disciplinary action being taken.
- 4.2 It will be the line manager's responsibility to ensure that all records will be held securely and for no longer than is necessary in accordance with Data Protection Act 1998.

## **5. Roles and responsibilities**

### **5.1 The ATT Board**

- To set the strategic direction of ATT and to approve policies in relation to absence
- To delegate responsibility for day to day management of issues to The Trust's HR Department/Principal
- To participate in capability hearings and/or appeals as appropriate.

### **5.2 Principal and The Trust's HR Department**

- Day to day management of employee attendance and implementation of the Attendance (Sickness Absence) Policy and Procedure as agreed by the Board

- To be responsible for monitoring sickness levels and trends, and taking action accordingly.

### 5.3 Other line managers including Principal

- To be responsible for identifying problems and taking action
- To conduct return to work and attendance management meetings, where the policy indicates they should do so
- To maintain regular contact with employees who are off work
- To make decisions and where appropriate implement the relevant procedure.

### 5.4 Employees

- To achieve the highest level of attendance possible and to take reasonable steps to aid recovery, and remain in regular contact with their line manager during a period of absence
- To comply with absence reporting and notification arrangements
- To attend attendance absence meetings where required
- To report accidents or injury sustained in the course of work and ensure the information is recorded in the accident book.

## 6. Sickness reporting procedure

6.1 All employees are required to follow the reporting procedure set out below.

6.2 If employees are taken ill or injured while at work they should report this to [their line manager or [another]]. Managers should contact [PERSON] to make arrangements for anyone who is unwell to be accompanied [home AND/OR to receive medical treatment] where necessary. Staff injured at work will be informed of the provisions contained within the Conditions of Service for School Teachers in England and Wales (Burgundy Book) paragraph 9 and the National Agreement on Pay and Conditions of Service (Green Book) paragraph 10.2.

6.3 On the first day of sickness absence, employees must telephone the reception so that cover can be arranged and their line manager to explain why they are ill and as far as they are able when they are likely to return to work. The contact should be made by [TIME]. Contacting by email is only acceptable when it is neither practical nor possible for the school to be contacted by phone. A relative or friend of the employee can telephone on their behalf in exceptional circumstances, when sending an email is neither practical nor possible.

6.4 During the absence contact between the employee and line manager should be maintained wherever possible. Where an employee is not covered by a fit note or has self-certified for 2 to 5 days absence, then in most cases they should ring in on the first day of the absence. During the phone call, if employees are able, it would be helpful if they could discuss urgent work related issues. The employee should also advise their line manager of a likely return date.

6.5 If sickness absence continues for more than seven continuous days, the employee is required to obtain a fit note from their general practitioner (GP) or hospital and send to the academy as soon as possible.

6.6 If an employee wishes to return to work before the end of the fit note period where a GP has advised that they are not fit for work, provided the line manager agrees and a risk assessment is carried out, there is no need to wait until the end of the fit note period.

6.7 If a doctor provides a certificate stating that an employee 'may be fit for work' the employee should inform [their line manager OR POSITION] immediately. We will discuss with the employee any additional measures that may be needed to facilitate a return to work, taking account of the doctor's advice. This may take place at a return to work interview (see section 9). If appropriate

measures cannot be taken, the employee will remain on sick leave and we will set a date to review the situation.

- 6.8 The Trust/academy may request a fit note for any period of illness even though this may be fewer than eight consecutive days. If a cost is incurred, then The Trust/academy shall reimburse upon production of a receipt.
- 6.9 Where an employee is absent immediately prior to a [Academy] closure period, (i.e. school/college holidays, not a weekend absence) they will continue to be deemed as being absent for the purposes of recording sickness and statutory and/or contractual sick pay during the [Academy] closure period, unless they provide a fit note indicating they are fit to return to work.

## **7. Keeping in contact during sickness absence**

- 7.1 Employees who have followed the reporting procedure for short term sickness absence will not be contacted at home unless the Principal (or designated person) can demonstrate urgent or extraordinary circumstances justifying the contact. Contact will in no circumstances be intrusive and on no account will absent teachers be directed to set work for classes, prepare reports or undertake any other work when they are absent because of ill health.
- 7.2 If an employee is absent on long term sick leave, the employee should expect to be contacted from time to time by [their line manager AND/OR [RELEVANT POSITION]] in order to discuss their wellbeing, expected length of continued absence from work. Such contact is intended to provide reassurance and will be kept to a reasonable minimum. Furthermore in cases of long term sickness absence, the frequency of contact and a suitable procedure should be agreed with employees and/or their trade union representative.
- 7.3 Home visits can be a valuable tool to support employees, they will only be undertaken by mutual consent. Where a home visit is to be carried out it will be done in a sensitive and supportive manner by the line manager and either one other colleague or trade union representative of the same gender as the employee. Home visits will therefore only be made where absolutely necessary and in order to discuss the support that can be provided to facilitate a return to work, the anticipated return date and in order to keep the employee informed about changes at work. Employees may wish to remain in further contact with other work colleagues.
- 7.4 If an employee has any concerns while absent on sick leave, whether about the reason for their absence or their ability to return to work, the employee should feel free to contact [their line manager AND/OR [RELEVANT POSITION]] at any time.

## **8. Unauthorised absences**

- 8.1 Cases of unauthorised absence may be dealt with under our Disciplinary Procedure. An explanation will be requested from the employee and this should be properly considered prior to commencement of any disciplinary process.
- 8.2 Absence that has not been notified according to the sickness absence reporting procedure will be treated as unauthorised absence.
- 8.3 If an employee does not report for work and has not telephoned [their line manager OR [RELEVANT POSITION]] to explain the reason for their absence, [their line manager OR [RELEVANT POSITION]] will try to contact the employee, by telephone and in writing if necessary. Whilst concern for the employee's welfare is paramount in these circumstances, this should not be treated as a substitute for reporting sickness absence.

## 9. Return to work

- 9.1 On returning from sickness absence employees are required to complete Part A of the return to work form – self-certification – which is then signed and countersigned by their line manager.
- 9.2 Where an employee has been absent for a period of three consecutive days' illness or more, the employee will be required to meet their line manager to jointly complete the return to work form (which also incorporates the self-certification action), stating the reason for absence and any follow up action required. The information collected will be used, for absence management and monitoring purposes.
- 9.3 The return to work meeting should be as informal as possible but be held on a confidential, one-to-one basis and in private. The meetings should not be onerous and may in some cases be simply a welcome back after an absence and to update. At the meeting the line manager should:
- Welcome back to employee and enquire after their health, clarifying the reasons for the absence and any treatment
  - Determine whether the employee is fit for work
  - Offer any further help and support
  - Confirm that high attendance is expected from all employees and that their situation will be treated fairly and sensitively
  - Where appropriate, highlight any concerns with the employee's absence levels
  - Update the employee on developments at work during their absence.
- 9.4 Once completed, the line manager should send the form (appendix 1) to the relevant person in order that the employee's record can be updated.
- 9.5 In some cases of a particular sensitive nature, the return to work meeting can be conducted by a different manager who is the same sex as the employee.

### Phased return to work

- 9.6 The Trust/academy may offer an employee who has been absent of a period of more than 20 consecutive days (or four weeks for part-time staff) the opportunity to resume their duties on a phased basis.
- 9.7 The duration of a phased return will not normally exceed four weeks except in exceptional circumstances, depending on appropriate medical advice. During the four week phased return the employee will receive their normal rate of pay. If a reasonable period of time is required by a medical adviser to extend the phased return then pay will remain unaffected during that period.
- 9.8 An 'Action Plan' will be agreed between the line manager, the employee taking advice from occupational health as appropriate. The 'Action Plan' will determine the specific terms of the phased return which could include:
- Timescale and review points
  - Training and support to be provided
  - Details of reasonable adjustments to the workplace, including equipment to be acquired or modified
  - Details of the employees reasonably adjusted duties and any duties that may have been allocated to another person
  - Details of information to be shared with other staff and pupils concerning the employees return to work
  - Schedule of reasonably adjusted hours of work, showing a gradual return to contracted working hours

- Confirmation that the employee will be allowed to be absent during working hours for rehabilitation, assessment or treatment. Employees will be asked to arrange appointments outside of the adjusted working hours where possible
- Any other relevant information.

## 10. Managing short term absence

- 10.1 Absences due to sickness that are frequent or persistent will be investigated.
- 10.2 The line manager will take management action, if the following sickness triggers are met:
- Four or more occasions in any rolling 12 month period
  - 10 or more working days in any rolling 12 months (or the equivalent of 2 weeks for part-time workers, e.g. if someone works 4 days a week, the trigger would be 8 or more working days in any rolling 12 months)
- OR
- Any other pattern that causes concern.

### Stage 1 – First sickness meeting

- 10.3 The employee will be given five working days' written notice of the date, time and venue of the first sickness meeting. The letter will also include any breakdown of absence periods to be relied upon by the manager together with details of why the line manager is concerned about the sickness absence and the possible consequences of the meeting. The meeting will be conducted by the employee's line manager and the employee has the right to be accompanied to the meeting by a work colleague or trade union representative.
- 10.4 If for good reason, the employee or their companion is unable to attend at the time specified, the line manager should be informed who will agree an alternative time which should be within five working days' of the original date.
- 10.5 A meeting may be adjourned if the line manager or the employee is awaiting receipt of information, needs to gather any further information to give consideration to matters discussed at a previous meeting. An adjournment may also be required to allow an occupational health appointment to be arranged and advice given.
- 10.6 The purpose of the meeting will be to:
- Discuss the reasons for, pattern and impact of the absences, and measures that can be taken by the employee and line manager to improve attendance
  - Discuss likelihood of further absences
  - Consider any medical advice that has been obtained
  - Consider the employee's ability to attend work regularly and the impact on academy needs, work colleagues and pupils
  - Consider whether adjustments can reasonably be made to assist in the employee attending work regularly
  - Agree a way forward and set out what action will be taken and a time-scale for review and/or further meeting(s).
- 10.7 The options for the line manager are as follows:
- Take no further action based on the information discussed but keep under review for a set period
  - Decide that further support and reasonable adjustments should be given over an agreed further review period



- Set out an action plan for improvement including:
  - Any support that will be offered
  - The timetable for improvement and follow-up review meetings – “Review Period”
  - Caution the employee that failure to attend work regularly could result in their dismissal.

10.8 The manager will use the Attendance Management Meeting Form (Appendix 2) to record the content of the meeting. Confirmation of the outcome of meeting, a copy of the completed form, along with other notes will be sent to the employee.

10.9 At the end of the review period, if there has been an increase in the level of absence or no overall improvement in attendance then a further sickness absence meeting may be convened.

### **Stage 2 – Further sickness absence meeting**

10.10 The employee will be given five working days’ written notice of the date, time and venue of the further sickness absence meeting. The meeting will be conducted by the employee’s line manager and the employee has the right to be accompanied to the meeting by a work colleague or trade union representative.

10.11 The purpose of this meeting is to explain that the level of sickness absence continues to give cause for concern despite support and the review period. At the end of the meeting, the options for the line manager are as follows:

- Take no further action based on the information discussed but keep under review for a set period
- Decide that further support should be given over an agreed further review period
- Set out a final action plan for improvement including:
  - Any support that will be offered
  - The timetable for improvement and follow-up review meetings – “Review Period”
  - Caution the employee that failure to attend work regularly could result in their dismissal.

10.12 The manager will use the Attendance Management Meeting Form (Appendix 2) to record the content of the meeting. Confirmation of the outcome of the meeting, a copy of the completed form, along with any other notes will be sent to the employee.

10.13 At the end of the review period, if there has been an increase in the level of absence or no overall improvement in attendance then a further sickness absence meeting may be convened.

### **Stage 3 – Final sickness absence meeting – dismissal**

10.14 If the level of absence fails to satisfactorily improve following the above two stages of this process, the line manager may consider taking further action based on the belief that the employee is unable to fulfill their contract of employment. This involves referring the matter to a final sickness absence meeting. A decision at this level will be taken by the Principal or Local Governing Body (LGB) panel.

10.15 A stage 3 final sickness absence meeting will be convened with the purpose of reaching a final decision on the issue.

10.16 Possible outcomes of this meeting are:

- The panel agrees to take further action, within an agreed timescale, to try and address the problem. This is only applicable where there is additional medical advice that informs a clear belief that further action is likely to lead to an improvement even where it has not been done so previously

- The panel offers the employee a change to his/her contract of employment, for example, redeployment, changes to working hours, job role, job grade. The employee would need to agree to this change and it would be offered in the basis that attendance will improve
- The employee's employment is terminated with full notice or payment in lieu of notice.

10.17 Notification and a summary of the outcomes of the meeting, including evidence presented and their right of appeal, will normally be sent to the employee and The Trust's HR Department within five working days' of the meeting (unless this timescale is not practicable) and the employee will be advised of his/her right of appeal.

10.18 Where the employee's employment has not been terminated but their attendance fails to improve during an agreed timescale, the line manager will arrange a further stage 3 sickness absence meeting as set out above.

## **11. Managing long term sickness absence**

11.1 If an employee has been absent for a consecutive period of 20 working days' or more (or 4 weeks for part-time staff), the line manager should contact the employee asking them to attend a welfare review meeting. This will be in addition to the agreed contact during the sickness absence period.

11.2 As part of the review process, the line manager may organise a referral to occupational health service (if not already arranged).

### **Stage 1 – Welfare review meeting**

11.3 In most cases the employee will be invited into the workplace for the review meeting. However, it can be held at a suitable alternative location, if the individual is not well enough to travel into the workplace. A record of this meeting will be provided by the line manager to the employee for agreement.

11.4 If the employee is too ill to attend a meeting, another form of communication may be agreed, for example by telephone/writing.

11.5 The purpose of the review meeting is to:

- Consult with the employee to obtain an update on their condition and, if possible, assess a likely timescale for a return to work
- Ask the employee if they have identified any adjustments to their working arrangements which could facilitate their return to work (for example physical adjustments, a phased return or temporary part-time working) and consider any that the employer is proposing
- Enquire about what support or treatment the employee is receiving to assist their return to work
- Discuss information received from occupational health
- Offer any support during their absence
- Warn the employee that if they do not return to work within a reasonable timeframe then dismissal on the grounds of capability may be considered and actioned
- Set a date after which the sickness absence will be reviewed again.

11.6 After the review date, if an employee's long term absence is continuing with no date of return, a further review meeting will be arranged. The meeting will be an opportunity to discuss with the employee the possibility that they will not return to work and the relevant consequences.

## **Stage 2 – Further review meeting**

11.7 The purpose of this meeting will be to:

- Consider whether there have been any changes since the last meeting regarding a possible return to work or opportunities for return or redeployment
- Consider the up to date medical evidence available
- Consider whether there is a reasonable likelihood of the employee returning to work in the foreseeable future.

11.8 If at the further review meeting, it is clear from the medical information available that the employee has no confirmed date to return to work (within the foreseeable future), and there is no recommendation for ill-health retirement, the line manager will seek a further medical opinion to establish whether the employee will be able to return to work in the foreseeable future.

11.9 If the line manager concludes that there is no likelihood of return to work, and the employee has had regular review meetings and been referred to occupational health, then he/she should refer the matter to a contractual review meeting to consider the possible termination of employment.

## **Stage 3 – Contractual review meeting**

11.10 A letter should be sent to the employee, inviting them to attend the contractual review meeting at least five working days' in advance of the meeting, enclosing a copy of the documentation that is to be referred to at the meeting. Additionally, the written notification should warn the employee that the hearing might result in dismissal. The meeting will normally be conducted by a Panel of Governors advised by the Trust's HR Department.

11.11 The employee may be accompanied at the meeting by a work colleague or trade union representative. If the employee (or their representative) is unable to attend the contractual review meeting for a good reason, then it can be rearranged (within five working days' of the original date). Alternatively the employee can submit a written statement and evidence to support.

11.12 At the meeting, the employee's line manager will present the details of the employee's absences including the outcomes from the review meetings and occupational health referrals. The employee (or their representative) will be able to respond and state their case.

11.13 Following the contractual review meeting, the panel may decide to either:

- Take no further action and request that the line manager continues to manage their attendance in accordance with the policy
- Seek a second medical opinion on the prognosis
- Give consideration to alternative employment for the employee including changes to working hours
- Dismiss the employee with appropriate contractual notice.

11.14 The Panel's decision will be confirmed in writing, with minutes, normally within five working days' to the employee, summarising the outcome of the meeting.

## **12. Appeals**

12.1 The employee may appeal against the outcome of a dismissal decision and may be accompanied to an appeal meeting by a work colleague or trade union representative.

- 12.2 The employee should set out their appeal in writing, stating the full grounds of appeal. This should be sent to the line manager within ten working days' from receipt of the decision.
- 12.3 The appeal meeting will be conducted by a separate Panel of Governors advised by The Trust's HR Department and should not have previously been involved in the case. The appeal will be dealt with as impartially as possible. The employee has a right to bring a colleague or a trade union representative to the appeal hearing.
- 12.4 The appeal hearing will focus on the grounds of appeal but, unless new medical evidence has become available since the dismissal, the hearing may not be a complete re-hearing of the matter. This will be for the Panel of Governors advised by The Trust's HR Department to determine in advance of the hearing.
- 12.5 Following an appeal the Panel of Governors or The Trust's HR Department may:
- Confirm the original decision
  - Revoke or replace the original decision with a different decision.
- 12.6 The final decision will be confirmed in writing, if possible within five working days' of the appeal meeting, although this may be extended in certain circumstances. There will be no further right to appeal.

### **13. Entitlement to sick pay**

- 13.1 If an employee does not comply with this policy, full sick pay may be refused but statutory sick pay may still be payable. Conditions will be in line with Burgundy Book and Green Book provisions.
- 13.2 An employee is entitled to accrue annual leave whilst in receipt of paid contractual sick pay.
- 13.3 Sickness due to industrial injury will be treated in accordance with the provisions of the Burgundy Book and Green Book.

### **14. Dealing with stress**

- 14.1 Line managers will routinely consider workload management, risk assessments and will have discussions with employees to help decide upon the practical improvements that can be made to the workplace to avoid stress at work. Line managers are expected to take prompt action to prevent, minimize and manage stress. Including an immediate referral to the occupational health service whether absence has occurred or not.
- 14.2 In order to mitigate the chance of employees suffering from stress related illness the following steps are undertaken by The Trust and [Academy]:
- An annual risk assessment to measure and mitigate the risk of stress to our employees
  - Training for all managers in good management practices.

### **15. Pregnancy related sickness**

- 15.1 If a pregnant employee works beyond the fourth-week before their expected week of childbirth and becomes ill with a pregnancy-related illness, her maternity leave will commence immediately.

15.2 The Trust/academy will not take into account any absence related to pregnancy or maternity when considering taking formal action under this policy.

15.3 Sickness absence falling after the end of the maternity leave period (for example, for post-natal depression) will be treated in the same way as any other form of illness.

## **16. Medical suspensions**

16.1 The Principal/Chair of Governors (CoG) or The Trust may medically suspend an employee where necessary if their condition poses a risk to the safety and well-being of children or colleagues. However this action will only be taken on the advice of an appropriately qualified medical advisor about the risks associated with the individual's health. Each case should be judged on its circumstances. The CoG and The Trust's HR department must be informed prior to an employee being medically suspended.

## **17. Medical examinations**

17.1 The use of occupational health service professionals can be an effective tool in both preventing sickness absence through advising on appropriate wellbeing strategies and in managing a return to work after sickness absence, especially in cases of a long term sickness absence.

17.2 The key objective of an occupational health service is to protect and promote employees' health and wellbeing, taking into account the working environment and all its challenges. Occupational health specialists have the dual role of supporting the employer by assessing the effect of employees' health and fitness on their ability to perform their job and supporting employees by examining the effect of their work and the working environment on their health and wellbeing, assessing the recovery and likelihood of return to work of employees who are off sick.

17.3 We may, at any time in operating this policy, ask an employee to consent to a medical examination by our Occupational Health provider at our expense to establish whether there are any medical or work-related reasons for the employee's absences and to establish any reasonable steps to help the employees sustain attendance at work or return to work in the case of long term absence.

17.4 You will be asked to agree that any report produced in connection with any such examination may be disclosed to us and that we may discuss contents of the report with our advisor and a relevant doctor.

17.5 Where monitoring indicates a long term absence or developing a long term health problem the manager should refer the member of staff to Occupational Health to establish the state opinion on the likelihood of a sustained return to work.

17.6 An employee may also request a referral to Occupational Health if they believe that this would assist them in their duties. This must be agreed by their line manager.

17.7 The employee must be informed of the referral to Occupational Health. A letter, telephone call or home visit by the line manager may be necessary to allay any concerns the employee may have. This must be done sensitively and home visits should only be undertaken by mutual consent.

17.8 If the employee does not give their consent for an Occupational Health referral written permission will be sought from the employee to contact their doctor for a medical report, and they have the right to see this report and query items in it before it is sent to the Academy.

- 17.9 If the employee does not give consent to release medical information or refuses to attend an appointment with Occupational Health, the academy will make decisions under the terms of this policy based on evidence available.

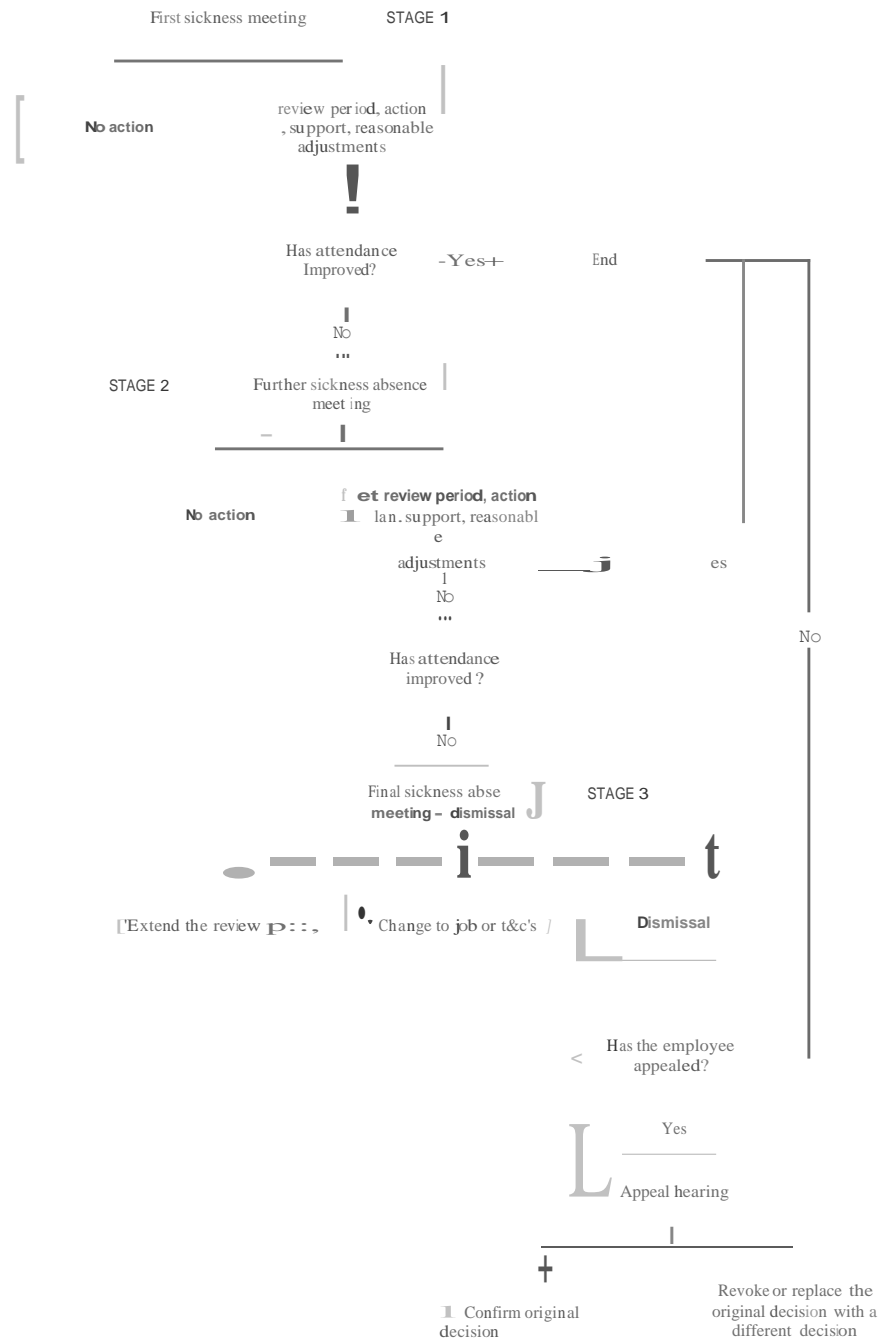
## **18. Time off for Medical Appointments**

- 18.1 It is expected that non-urgent appointments for GPs, dentist etc. should, where possible, be arranged in an employee's own time or at the beginning or end of the working day. Time off with pay will be granted provided reasonable notice has been given and appointment cards/hospital letters have been provided. Time off for ante-natal appointments will be on full pay.

## Short Term Sickness Absence

Action will be taken if the employee meets triggers:

- Four or more occasions in any rolling 12 month period
- 10 or more working days in any rolling 12 months (or the equivalent of 2 weeks for part-time workers, e.g. if someone works 4 days a week, the trigger would be 8 or more working days in any rolling 12 months)
- Any other pattern that causes concern

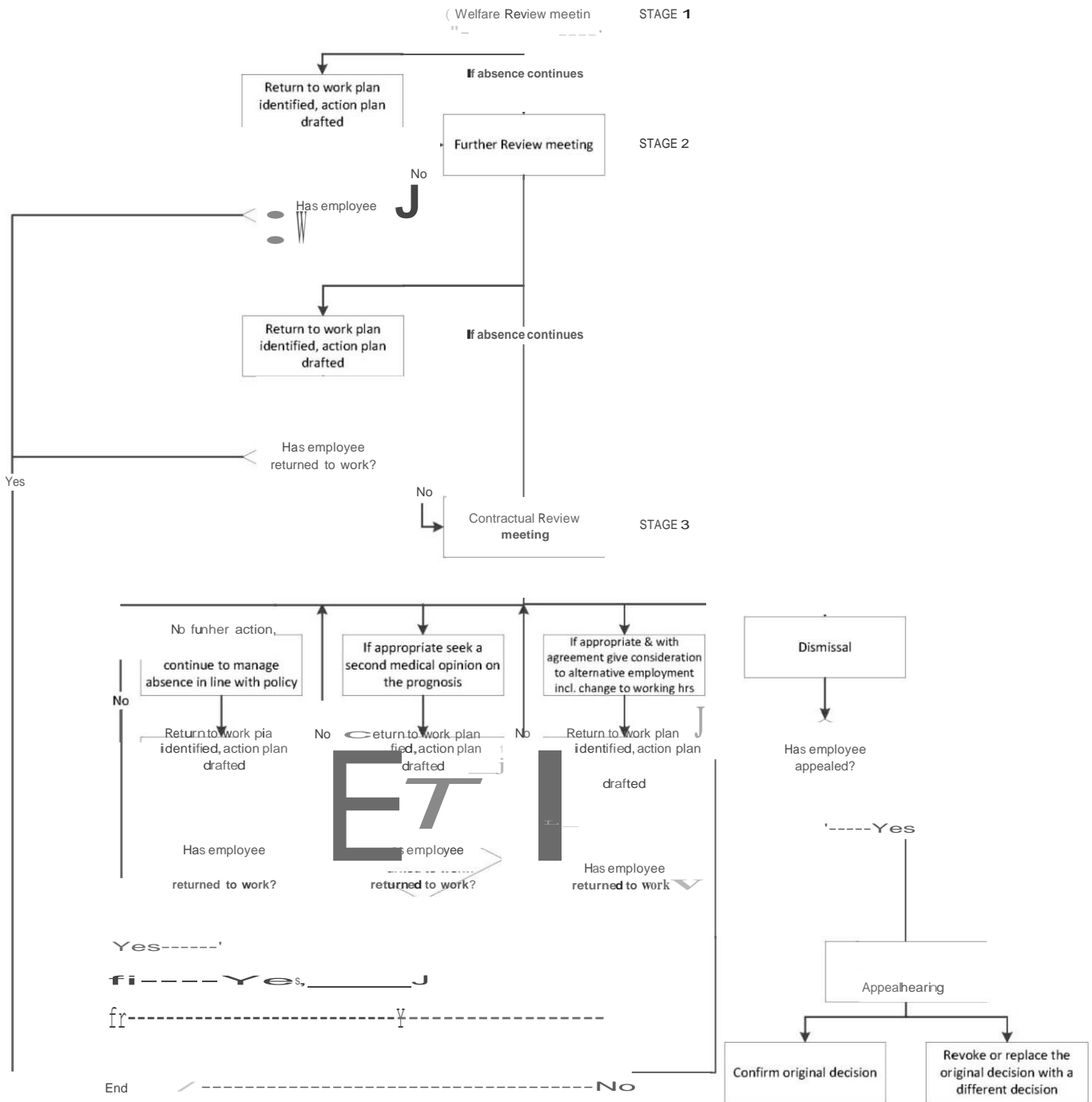


• Only when there is additional medical advice that informs a clear belief that further action is likely to lead to an improvement even where it has not been done so previously.

•• For example – change to his/her working hours, redeployment, changes to job role, job grade. The employee would need to agree to the changes and it would be offered on the basis that attendance will improve.

## Long Term Sickness Absence

Action if an employee has been absent for a consecutive period of 20 working days or more (or 4 weeks for part-time staff).





**Appendix 1 – Return to work form – (Separate electronic form is available)**

<b>CONFIDENTIAL</b> <b>[NAME OF SCHOOL/ACADEMY/TRUST]</b>			
<b>Return to work form (incorporating self-certification form)</b>			
<b>PART A – To be completed by employee [for all absences]</b>			
NAME			
JOB TITLE		EMPLOYEE NO.	
FIRST DAY OF SICKNESS	Date: (dd/mm/yyyy)		
LAST DAY OF SICKNESS	Date: (dd/mm/yyyy)		
RETURN TO WORK DATE		NUMBER OF WORKING DAYS	
REASON FOR ABSENCE			
TYPE OF CERTIFICATION FOR ABSENCE	Self Certificate <input type="checkbox"/> Medical Certificate <input type="checkbox"/> Both <input type="checkbox"/>		
Is this absence a result of an accident at work? If yes, has an accident form been completed? If yes, has the employee been advised of entitlement to sick pay under either the Burgundy Book or Green Book.		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If not directly an accident at work, could the absence be work related e.g. RSI/Eye Strain/Muscular/Skeletal/Stress.  If 'yes', bring this to the attention of your manager at your 'Return to Work' interview.		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Employee's Comments:			
<p><b><u>DECLARATION</u></b></p> <p>I declare that the above information is true and accurate to the best of my knowledge. I understand that to give false or misleading information can result in disciplinary action which may lead to dismissal.</p> <p>Employee's signature:</p>			
		Date:	



**Appendix 2 – Attendance Management Meeting Form**

**CONFIDENTIAL [Name of academy]**

**Attendance Monitoring Meeting (short term)**

NAME			
JOB TITLE		EMPLOYEE NO.	
Date of AMM			
Reason for review meeting - trigger(s) met (see 10.5)			
Number of occasions of sickness in last 12 months			
Number of days sickness absence in last 12 months (list absence dates)			

At this meeting the following was explained to the employee (tick the boxes below to confirm These were discussed):

The reason for the review meeting	
Why monitoring has taken place	
The academy's aim to maintain regular attendance	
That support will be provided to ensure regular attendance	
Caution the employee that failure to improve attendance could result in formal action which could eventually result in dismissal	

<p>Conformation of discussion on absences:</p> <ul style="list-style-type: none"> <li>• Reasons for absences</li> <li>• Underlying condition</li> <li>• Pattern of absences</li> </ul>	
<p>Response/comments from employee (or representative), including any personal problems affecting attendance</p>	
<p>Follow-up action by manager, setting out attendance improvement plan and next steps</p>	
<p>Set review period</p>	
<p>Follow-up meeting date:</p>	

**Manager's signature:**

**Date:**  **Manager's name (print):**

**Job title:**

**Employee's signature:**

**Date:**