



Sickness Absence policy

Next Review: July 2019

Written by	IFT Executive Team	
Reviewed by	Finance Committee of Trustees	3 October, 2018
Approved by	Trust Board	12 September, 2018
Adopted by academies	By: BFA Crockerne HMA NSETC St Katherine's	30 November, 2018
Next Review:	Annually	

Signed: 
Chair of Local Governing Board

Date: 30.11.18

This policy is owned by the trust who are responsible for ensuring this policy is updated and fit for purpose.

Section A: Policy

1. Introduction

1.1 It is the policy of the trust to maximise the potential of its human resources by ensuring employee effectiveness and satisfaction through the benefits of a safe and healthy working environment. The trust will seek to develop an organisational culture that contributes to the health and well-being of staff, through the development of appropriate policies and positive management practices.

The trust aims to ensure that:

- staff are treated sensitively when absent from work due to sickness;
- the monitoring and reporting procedure is consistently applied and that all members of staff receive equal treatment;
- high levels of staff attendance are maintained, thus causing minimum disruption to services and reducing direct and indirect costs to the trust;
- there is continuous improvement in the provision of sickness absence information;
- management adopts a pro-active approach to reviewing sickness absence and shows sensitivity and understanding towards those who need to be absent and assists in the early identification of health problem;
- Awareness is raised and understanding given of all parties of the underlying causes, issues and effects of sickness absence.

2. Key Principles

2.1 This Policy should be read in conjunction with the trust Health & Safety Policy.

2.2 This policy and procedure have been developed to encourage staff to achieve full attendance and therefore allow the trust to achieve its business goals.

3. Manager's Responsibility

- Fully understand the guidance, policy and procedures relating to sickness absence.
- Effectively manage sickness absenteeism and implement the policy consistently within the guidelines given.

- Take the lead in highlighting to Human Resources areas or individuals that have recurring health issues.
- Include sickness absence procedures in staff departmental induction and probation review meetings.
- Arrange a return to work and/or attendance review meeting as soon as possible.
- Highlight to staff the support the trust provides. E.g. confidential self-referral counselling service, occupational health support.
- Advise human resources of any further assistance they or their staff may require.
- Managers should maintain contact with a member of staff during periods of sickness absence, whether short or long term where appropriate.

4. Individual's Responsibility

- Understand and comply with the policy and procedures relating to sickness absence.
- Take responsibility for their own attendance.
- Inform line manager before 7.30am that they will not be attending for work.
- Keep their manager informed of any issue that is likely to impact upon their ability to return to work.
- Highlight to their manager or human resources any further support they require.
- Be willing to utilise assistance that the trust offers, if appropriate to their circumstances e.g. staff counselling service, occupational health referral.

5. Monitoring and Sickness Absence reporting Mechanisms

5.1 It is good management practice and vital to the success of an effective sickness absence control policy to monitor and review the levels of and reasons for, sickness absence in a sustained and consistent way so that:

- Managers can be aware of actual and potential problems with service delivery and can take steps to rectify these.
- Individual health problems can be identified at an early stage and medical advice sought to the benefit of the member of staff.
- Patterns of consistent absences are identified and appropriate action taken.

5.2 Each month human resources monitors sickness absence information and will bring to the attention of the trust those cases which, at a minimum require a discussion with staff members.

- 5.3 It is imperative therefore; that accurate records are kept by schools and that there is a consistency of approach across the trust. Sick absence data must be uploaded onto iTrent on a weekly basis. It should be recognised that the implementation of this Sickness Absence Policy and Procedure may involve disciplinary or capability procedures which may ultimately result in dismissal.

6. Employees with disabilities

The trust acknowledges that procedures related to sickness absence will have a particular impact on some employees with disabilities. The trust is committed to applying these procedures in a manner which supports, enables, and does not penalise disabled employees. Parts of this policy may be adjusted or disapplied to individual disabled employees as may be appropriate in the circumstances. Employees who consider themselves to be affected by a disability are encouraged to inform HR and/or their immediate managers of this and to share any information which may be of assistance to the trust in supporting the employee in their role.

7. Policy Review

The policy and procedures will be formally reviewed biennially by the head of human resources with the recognised Trade Unions being consulted on any proposed changes before recommendations are made to the trust executive team.

Section B: Procedures

1. Before Employment

- 1.1 All successful applicants will be required to complete a health questionnaire, in order to determine fitness for the post. If on review of the questionnaire, Occupational Health believes there is a cause for concern, the prospective employee shall be required to attend an appointment with Occupational Health for a medical examination and assessment in relation to their fitness for the post. In doing so, the school and the job applicant shall be asked to comply with the Access to Medical Reports act 1988, the Equality Act 2010 and any other relevant legislation.
- 1.2 In the event of an Occupational Health Report unsatisfactory to the trust, the trust may withdraw any offer of employment made. In the case of a disabled employee, the trust would always seek, to make reasonable adjustments to enable the employee to fulfil the role.

2. During employment

- 2.1 The employee must notify the school of any sickness absence in accordance with the procedures set out below. The employee has a responsibility to co-operate with the school in providing information regarding their condition and to engage appropriately with any meetings, requests for medical information etc.
- 2.2 Line managers' should ensure that a record of the absence period is notified to the nominated person within the school who will record the absence data onto iTrent.
- 2.3 The school shall: -
 - Notify the Payroll Department at Weston College of those employees who are absent, to enable them to process entitlements relating to Occupational Sickness Benefit, Statutory Sick Pay, Statutory Maternity Pay etc. for pay purposes.
 - Ensure as accurately as possible, that the HR database holds all absence details and that schools are advised of any absence that exceeds the trust guidelines on absenteeism.

3. Notification and Certification of Sickness Absence

- 3.1 The employee has a responsibility to inform their line manager or the designated person within the school, by 7:30am on their normal working day as possible on their first day of sickness that they will not be attending for work on that day.

Where possible, the employee should provide the following information:

- The nature of their illness;
- The anticipated length of absence;
- Contact details;
- Details of any outstanding or urgent work requiring attention.

For teaching staff, this would normally include a brief outline of class work to be undertaken by learners. Where an employee is advised at the outset of their illness or subsequently that they are suffering from an infectious disease which might be transmitted to other members of staff or learners, this should be notified to the school.

- 3.2 An employee returning to work after a period of sickness absence is required to complete a self-certification statement (included within the return to work form), giving the reasons for absence up to and including the first 7 calendar days. Failure to complete a self-certification statement may result in loss of pay.
- 3.3 A Doctor's Certificate, completed by a qualified medical practitioner, must be submitted for any absence which exceeds 7 calendar days. Subsequent Certificates must be submitted if the absence continues beyond the period covered by the initial statement. The length of absence covered by each Certificate will normally be determined by the medical practitioner. Exceptionally, the school may require Certificates at more frequent intervals. Failure to provide a medical Certificate may cause delays in payment of salary or result in loss of salary.
- 3.4 Where the first medical Certificate covered a period of more than 14 calendar days, or where more than one Certificate has been necessary, the employee may be required by the trust to obtain a final certificate indicating his/her fitness to resume duties before returning to work.
- 3.5 An employee who goes into hospital or other similar institutions is required to submit a doctor's statement on admission and on discharge.
- 3.6 The school may require an employee who is unable to work as a consequence of illness to submit to an examination by a medical

practitioner nominated by the trust. In such cases, the provisions of the Access to Medical Reports Act 1988 will apply. Any costs incurred in connection with such an examination will be met by the trust.

4. Contact During Sickness Absence

- 4.1 During periods of absence extending beyond one week the employee must keep in regular contact with their line manager. The timing and content of such contact will be agreed between the employee and the line manager depending on the individual circumstances of the case, but, other than in exceptional circumstances contact should take place on a weekly basis as a minimum. The content of contact discussions will vary depending on the circumstances but should normally include a two-way exchange of information to prevent the employee from feeling isolated from the workplace as well as to keep the school informed of the employee's progress.
- 4.2 The employee is responsible for informing their line manager of their return to work on their first day back at work. The line manager is responsible for informing the nominated Administrator in a timely manner.

5. Return to Work Meeting (Appendix 1)

- 5.1 The purpose of the return to work form is to establish the reason for absence, allow any emerging trend of absence to be identified and ensure fitness to return to work along with identifying any support measures which may be required for the employee's health and welfare. It is the responsibility of the employee to complete the return to work form after each period of absence. The form will be retained on the employee's personnel file. Any implications, i.e. Occupational Health visit, should be discussed between the line manager, employee and the designated officer within the school responsible for HR. The reason for absence should be recorded on iTrent.
- 5.2 A return to work meeting should be completed after all absences, the length of the meeting will reflect the length of absence.

6. Attendance Review Meeting

- 6.1 If the level or pattern of an employee's absence begins to be a cause of concern The trust's procedure has the following stages:
 - informal counselling (which may take place at any time for any pattern or level of unacceptable absence);
 - first formal written caution;
 - final formal written caution;
 - dismissal.

- 6.2 The trust may, at its discretion, and in consultation with HR where circumstances require, commence formal action at an early stage before exhausting the informal counselling stage. It may also, at its discretion, commence formal action at any stage of that procedure where, for example, in its view, an employee has an unacceptable pattern of absence. There is a right of appeal at any formal stage.

7. Informal Counselling

In the first instance, this will normally be dealt with informally between the employee and the line manager as part of day-to-day management. Employees will be encouraged to improve attendance levels in order to avoid the possibility of formal action becoming necessary. Employees are encouraged to keep line managers or HR informed of any changes in health or personal circumstances which may affect the level of absence.

8. Formal Action

8.1 Bradford Formula

In assessing absence levels and determining when to take formal action, the trust will have regard to the 'Bradford Formula' which converts instances of absence over a rolling 12 month period into a points score. Factors such as the Disability Leave Scheme, ongoing medical appointments and serious illness will be considered and removed when the Bradford formula is calculated. Under the formula the number of points is equal to $O \times O \times A$; where 'O' is the number of separate occasions of absence and 'A' is the total number of days' sickness absence. A 'rolling 12 month period' is the period of 12 months prior to the day on which the calculation is made.

Examples

An employee has three periods of absence in a year, one of two weeks (10 working days) and the other two of single days. Their Bradford Score is 108 ($3 \times 3 \times 12$).

An employee has six periods of absence in a year, one of two days and five single-day absences. Their Bradford score is 252 ($6 \times 6 \times 7$).

8.2 Trigger Levels for Formal Action

In order to assist with identifying unacceptable levels or patterns of attendance the trust has established the following 'trigger levels'. It is important that employees understand that a trigger level is not an entitlement to sickness absence and an employee may be called to account for any level of absence. The trust may, at its discretion,

change the trigger levels which are set out below and may commence formal action at an earlier stage in exceptional cases.

The first 'trigger level' is:

- 160 points under the Bradford Formula; or
- A single absence in excess of four weeks with either no clear indication of a return date, or where the employee has remained absent beyond an anticipated return date; or
- an otherwise concerning or unacceptable pattern of absence.

8.3 Attendance Review Meetings

Before taking any formal action under this procedure, the school will carry out the following steps:

- Hold an attendance review meeting if agreed necessary by HR;
- Before the review meeting, the school will send the employee a letter setting out their attendance record and informing them of the possible outcomes of the meeting (which will depend on the stage of the procedure that is being applied);
- The letter will also tell the employee that they have the right to be accompanied at the meeting by a fellow colleague or recognised trade union official or representative;
- The school will give the employee, together with any permitted person that they may choose as a companion, reasonable time to consider the information it gives to them; and
- At the meeting the school will discuss the attendance record and the impact it is having on the school. The employee will be given the opportunity to explain the reason for the absence.

8.4 Formal Stages

8.4.1 First Written Caution

If an employee's attendance record reaches the first trigger level, they will be invited to a review meeting to discuss their absence record and the reasons for it. If appropriate, the employee will be given a first written caution for reaching this trigger level.

The issuing of a first caution should not be seen as an automatic response to the fact that an employee's absence rate has reached a trigger level, for example it may not be appropriate where an

employee with a good absence history has a period of absence resulting from a hospital admission for one-off, planned surgery.

This caution will set out the level of substantial and lasting improvement in their attendance which is required. The caution will lapse after 12 months from the date it is issued if the required improvement is achieved.

8.4.2 Final Written Caution

If, during the period of an employee's first written caution, their attendance does not improve to the required level and, in particular, if they:

- are absent again for four or more working days, or on two or more occasions, in any following six-month period, or
- an otherwise concerning or unacceptable pattern of absence, their line manager will hold another review meeting with them to discuss their absence levels and the reasons for it. If appropriate in the circumstances, they will be given a final written caution. They will be informed that, unless their sickness absence record improves and is maintained at an acceptable level, then dismissal may follow. If there is a substantial and lasting improvement in their attendance, the final written caution will lapse after a period of 12 months and removed from the employee's file.

8.4.3 Dismissal

If, during any six months within the period of an employee's final written caution:

- they are absent again for four or more days, or on two or more occasions; or
- their pattern of absence is otherwise concerning or unacceptable, the school will write to them asking them to attend a review meeting. Employees should be aware that, if they reach this stage, they will normally be dismissed (with notice). A decision to dismiss an employee in these circumstances will normally only be taken by a senior post-holder.

8.5 Appeal

Employees have the right of appeal against a formal caution or dismissal by putting their grounds of appeal in writing within five working days of receiving the school's written decision. They will be advised to whom they should address the appeal letter.

8.6 Representation

Employees will be entitled to be accompanied by a recognised trade union representative or a work colleague to any meetings which could result in a formal caution, any appeal meetings against a formal caution or some other disciplinary action. This will not normally include the attendance reviews described above unless a possible outcome of that meeting is a formal warning or other disciplinary action in which case the employee will be advised in advance so that they can arrange for a companion.

Disabled employees who would be better enabled to participate in a meeting which might result in a formal caution or other disciplinary action by being accompanied by someone other than a trade union representative or work colleague (e.g. an interpreter or family member) should make this known to the HR officer dealing with the matter who will consider whether their request can be accommodated. Legal representation in such meetings is not permitted.

9.0 Long-term Sickness Absence

9.1 Long-term Sickness Absence is defined as any individual absence through sickness of 20 or more continuous working days. An employee experiencing long-term absence may be asked to attend Formal Absence Review Meetings and, where appropriate, be cautioned in respect of their absence as outlined above.

9.2 In order to support the employee, to facilitate return to work as and when appropriate (including identifying adjustments that may be required) and to provide an evidential basis for decisions as to the employee's employment it is usual for a referral to the trust's occupational health provider to be made in cases of long-term absence exceeding 20 working days. At the discretion of the school, a referral may be made at an earlier stage. The purpose of such referral will be to seek information and guidance as to the nature of the employee's condition, the prospects of return to work and any potential adjustments to be considered.

9.3 Contact with the Employee on Long Term Absence

In all cases it is desirable that the school and employees keep in touch. This may involve telephone contact, postal and/or personal contact. This is to ensure that the employee is fully informed of what is happening within the school his/her position and management's intentions, arrangements for sick pay.

The line manager should maintain reasonable contact with the employee, normally on at least a fortnightly basis concerning the issues identified above. (In some circumstances, it may be more appropriate for a member of the HR Department to maintain contact).

10.0 Consent

10.1 The employee may be required to complete a Request for Medical Employment Purposes form prior to the appointment with the Occupational Health Consultant. The Occupational Health Consultant may then consult the employee's Medical Practitioner. No approach can be made to the employee's Medical Practitioner without this consent. This consent falls within the Access to Medical Records Act 1988. Such consent shall not be unreasonably withheld by the employee.

10.2 Where an employee refuses to sign the consent form, the Line Manager and the Head of Human Resources will make a decision regarding options best suited to the employee's circumstances after consultation with the Occupational Health Consultant and the employee shall be advised accordingly.

Continued sickness absence following the Occupational Health visit should be accompanied by further review appointments with the Occupational Health Consultant.

10.3 In cases involving prolonged absence from work, and following appropriate Occupational Health advice, the options available to the school may include rehabilitation e.g. part-time work or different duties, re-deployment, ill-health retirement, or termination of employment.

10.4 The school retains a discretion to require employees seeking to return to work after long-term sickness absence (i.e. over 20 working days) to obtain the written approval of their own medical practitioner and/or (as the school deems appropriate in the circumstances) the trust's occupational health consultant to confirm that they are fit to return.

After a period of long-term sick leave a phased return to work may be appropriate. The arrangements for and duration of this will depend on both the employee's circumstances and medical advice received.

All phased return plans are subject to approval by HR and, save in exceptional circumstances, will operate for a maximum of four weeks. For the first two weeks of a phased return staff will receive their

normal salary with no deductions to sickness. Any phased return over four weeks will be subject to sick pay deductions.

11. Refusal to attend an Occupational Health appointment

Where an employee experiences genuine difficulty in attending an Occupational Health appointment the school will seek to address those difficulties, for example by changing the time and/or venue of the appointment.

However, where the employee fails to co-operate and, in the view of the school, unreasonably refuses or fails to attend an Occupational Health appointment, the school may withdraw sick pay. Payment of sick pay would usually be re-started following attendance at an Occupational Health appointment, but this remains in the discretion of the school in all the circumstances. In addition, unreasonable refusal or failure to attend may be treated as a disciplinary offence and dealt with under the trust's disciplinary procedure.

12. Other Concerns

When a manager has any concern about an employee's state of health, either physical or psychological, a referral by the school to Occupational Health or any counselling service available to the trust, may be appropriate even if no absence has occurred. In this instance, the Line Manager and/or designated HR officer should meet with the employee, raise the concern and arrange an appointment with the occupational health consultant.

13. Conduct during Sickness Absence

Employees shall not do anything that is inconsistent with being unfit for work or which delays a return to work. To work for another employer or to take part in activities inconsistent with the reason for the absence from work whilst absent would be regarded as a serious breach of discipline and disciplinary proceedings would ensue.

14. Doctor's, Dentist, Opticians Appointments

Doctor's, dentist, opticians and other relevant appointments are not normally classified as sickness and wherever possible should be organised outside of an employee's normal working hours. Should this be impractical, then authorised absence may be agreed with the line manager.

Section C: Sick pay

1. Statutory Sick Pay

- 1.1 Statutory Sick Pay (SSP) will be paid when an employee is absent from work due to sickness, provided that they have complied with the requirements and conditions attached to its payment, including the requirements set out in this Absence Management Policy. Entitlement to SSP will be in accordance with current legislation.
- 1.2 SSP cannot be paid for the first 3 days of sickness. Therefore, payment usually starts on the 4th day of absence (including weekends and bank holidays and days that the employee does not normally work), and continues for as long as the employee is absent up to a maximum of 28 weeks.
- 1.3 If an employee qualifies for SSP, it will be paid to them by the trust. SSP is subject to Income Tax and National Insurance deductions. SSP is not payable if an employee's average weekly earnings are less than the figure set by the government for the payment of National Insurance Contributions.

2. Paid Sick Leave

- 2.1 This scheme may be amended and/or withdrawn by the trust following discussion with the recognised unions. To be considered for any payments under the trust sick pay scheme, an employee must have complied with the requirements of this policy, and continue to do so, including those regarding notification of absence, provision of certificates and co-operating with the trust's requests for medical information.

- 2.3 Maximum eligibility to trust sick pay is determined according to an employee's length of continuous service with the trust, as follows:

Provided the appropriate conditions are met, an employee absent from duty because of illness (which includes injury or other disability) shall be entitled to receive in any one year sick pay as follows:-

During the first year of service:	full pay for 25 working days and after completing four calendar months' service, half pay for 50 working days.
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During the second year of service: full pay for 50 working days and then half pay for 50 working days.

During the third year of service: full pay for 75 working days and half pay for 75 working days.

During fourth and subsequent years: full pay for 100 working days and half pay for 100 working days.

- 2.4 For the purposes of this scheme, sick pay eligibility is based on service completed as at the first day of sickness. When determining payment for sickness, account is taken of all periods of sickness during the preceding 24 months as at the first day of sickness.
- 2.5 The trust has the discretion to extend an employee's eligibility to paid sick leave (on either full or half pay) in exceptional circumstances. In exercising this discretion, the trust will take into account the seriousness of the case, and the likely beneficial effect of such action in relieving anxiety and therefore speeding recovery. The exercise of that discretion shall be by the trust executive officer.
- 2.6 If the employee is entitled to receive SSP, or is in receipt of any other allowances or benefits (see Appendix A), these will be offset against any entitlement to full pay.
- 2.7 If the employee is entitled to receive half pay, the total sum of pay plus SSP, if appropriate, and any other benefits or allowances, must not exceed full pay. If necessary, the half pay allowance will be reduced.
- 2.8 Exceptional provisions apply to any employee who is injured as a result of a crime or violence in the course of their work for the trust. These are detailed in Appendix A.

3.0 Absence due to Injury Caused by Accidents

An employee who is absent as a result of an accident, will not be eligible to receive sick pay if damages might be receivable from a third party. However, the trust may pay the employee in advance, the amount of which will not exceed any entitlement under this scheme, subject to the employee undertaking that the total amount of the advance will be refunded, or, if the damages paid are less than this total, the actual amount of the damages received. Where such an advance is refunded in full, the absence will not be recorded for the purposes of this scheme. Where only part of the

advance is refunded, the trust will decide the length of the period of absence which should be recorded after consultation with the employee.

4.0 Absences arising from accidents, injury or assault at work

- 4.1 In the case of absence due to accident, injury or assault attested by an approved medical practitioner to have arisen out of and in the course of the member of staff's employment, including attendance for instruction at physical training or other classes organised or approved by the Trust or participation in any extra curricular or voluntary activity connected with the Trust, full pay shall in all cases be allowed, such pay being treated as sick pay, subject to the production of self certificates and/or doctors' statements from the day of the accident, injury or assault up to the date of recovery, but not exceeding six calendar months.
- 4.2 Where an employee is still absent due to accident, injury or assault after the initial six months' period, the question of any extension of payment under paragraph 4.1 shall be considered. In the event of no extension of leave being granted under 4.1, the employee shall be entitled to normal sick leave and pay under the terms of paragraph 2.3 according to his/her length of service.
- 4.3 Absence resulting from accidents, injuries or assaults referred to in paragraph 4.1 shall not be reckoned against the employee's entitlement under paragraph 2.3 above, though such absences are reckonable for entitlement to Statutory Sick Pay.
- 4.4 For the purpose of paragraph 4.1 "absence" shall include more than one period of absence arising out of a single accident, injury or assault.

5.0 Withholding Sick Pay or Suspension of Scheme

- 5.1 Trust sick pay may be withheld in the following circumstances:
- where the employee has not complied with a requirement of this policy;
 - if the employee has failed to keep in touch with the school throughout their absence;
 - if the employee does not let the school know immediately that his/her GP has ticked 'may be fit for work' on his/her medical certificate;
 - during any absence where an employee is involved in disciplinary proceedings.. This rule applies even if the employee's sickness absence began before the disciplinary investigation or other proceedings began;
 - where the school has in its view any reason to doubt whether an employee's sickness absence is genuine, such as where the employee has called in sick during their notice period or during a

period in respect of which a request for a different type of leave (e.g. holiday) was not authorised, unless the school has obtained medical evidence to show to the school's satisfaction that any such sickness absence is genuine; or

- where the employee is at fault for the absence (for example, where the injury or illness is self-inflicted from drug or alcohol abuse or you have been wholly to blame for an accident at work or the accident is due to active participation in sport as a profession).

5.2 If the school becomes aware that an employee may have failed to comply with any requirement of this policy, or that he/she is guilty of conduct which might prejudice recovery, the payment of trust sick pay may be suspended. In such circumstances, the school will advise the employee of the reasons for this suspension and will invite him/her to make any observations. The employee will be given the opportunity to put forward his/her case before any appropriate committee of the school with the right to be accompanied by a colleague or trade union official if so desired. If the school decides that the employee has failed, without reasonable excuse, to fulfil the requirements of the scheme, or that he/she has been guilty of conduct prejudicial to recovery, then no further payments will be made in respect of the relevant period of absence.

6.0 Sickness Absence & Holidays

This section should be read in conjunction with the trust's holiday procedure for non-term time staff.

6.1 Accrual of Annual Leave during Sickness Absence for non-term time staff

Employees who are on sick leave for all or part of a leave year will continue to accrue their statutory entitlement to annual leave for that year. Any contractual holiday in excess of 20 days (pro rata for part-time staff) will not accrue during long-term sickness absence.

Where, due to sickness absence, an employee is unable to take his/her holidays during the leave year in which they were accrued then the accrued holidays may be 'carried over'. Any holiday which is not used within 18 months of the end of the leave year in which it accrued will automatically be lost, regardless of whether or not the employee has returned to work in the intervening period. When the 18-month period has expired the employee will have no further right to take leave or be paid in respect of that holiday.

6.2 Requesting Paid Holiday during Sickness Absence

If an employee is absent on long-term sick leave, they can apply to take some or all of their outstanding statutory holiday entitlement. They must complete a holiday request in the normal way. The school will not accept a request where the employee will (or may) have time left in the holiday year on their return to work to take the outstanding leave entitlement. The school will not accept a request to take a short period of holiday to cover short-term sickness absence.

When employees take a period of paid holiday at a time when they are absent on sick leave, SSP is still payable if all the usual qualifying criteria apply. This means their holiday pay is inclusive of any SSP pay due to them. The employee's period of holiday and their period of SSP entitlement run concurrently. They will not be entitled to trust sick pay and holiday pay for the same period of time off.

It is therefore envisaged that such a request for paid holiday during sickness absence would be in instances when the sick pay period is exhausted.

6.3 Trust Notification of Holiday during Sickness Absence

If an employee has exhausted their entitlement to trust sick pay and/or SSP, and it is clear to the trust that they are unlikely to return to work before the end of the school year, the school may wish to nominate days of their sickness absence as a period of their outstanding holiday entitlement.

If the school wishes to do this, it will give the employee advance written notice of at least twice the number of days of holiday it wishes to nominate (so, two-week notice for a one-week period of holiday). If the employee does not wish to take the period of holiday at the school's desired nominated time, they should let the school know within 7 days of receiving such notification.

6.4 Illness or Injury during a Holiday

If an employee is ill or injured during a period of pre-arranged annual leave, to the extent that had they not been on holiday they would not have been fit enough to attend work, they may elect to treat the days of incapacity as sickness absence instead of annual leave. However, the option to do so will only apply in respect of their statutory annual leave entitlement (which will be deemed to be used up first during the holiday year and include public/bank holidays) and not in respect of the contractual annual entitlement which is in excess of statutory entitlement.

In such circumstances, employees must inform their line manager of their incapacity and its likely duration as soon as possible even if they are abroad. A medical certificate must be supplied by the employee of evidence of incapacity. Employees will not receive any College sick pay unless they are able to provide a medical certificate or other evidence of incapacity at their own expense for the full period of incapacity.

APPENDIX A

ALLOWANCES AND BENEFITS TO BE OFFSET AGAINST OCCUPATIONAL SICK PAY

The following allowances will be offset against any entitlement to full pay (see paragraph 1.6 and 1.7)

The gross amount of Statutory Sick Pay receivable under the Social Security Contributions and Benefits Act 1992.

The amount of incapacity benefits and SSP receivable as defined under the National Insurance Acts and Regulations and the Society Security (Incapacity for Work) Act 1994.

Any amount received as a treatment allowance. The dependency element only of the treatment allowance will be deducted from sickness allowance. The employee will, therefore, be entitled to retain the personal element of the treatment allowance.

All employees are obliged to declare to the College their entitlement to any benefits. If the employee fails to do so, the College will be entitled to deduct the maximum such benefit obtainable.

CRIMES OF VIOLENCE, INDUSTRIAL DISEASE, ACCIDENTS

Where an employee is absent because of an injury which results in a payment from the Criminal Injuries Compensation Board, he/she will not be required to refund any sick pay received in accordance with this scheme.

Where an award has been made by the Compensation Board, the trust may, at its discretion, discount the period of sick leave occasioned by the injury when calculating any future entitlement to sick pay under this scheme.

In exceptional cases where an employee is absent because of assault or serious injury (including industrial disease and accidents on duty) suffered during the course of his/her duty, the entitlement to full pay may be extended for a maximum period of 9 months irrespective of length of service. The exercise of this discretion will be by the Principal.



Appendix 1

RETURN TO WORK FORM

Name _____

Faculty/Department _____

Start Date of Absence _____

Finish Date of Absence _____

Who did you notify _____

Reason for Absence (please select)

		Please specify
Minor Illness		
Stress		
Musculoskeletal Injuries		
Hospital Operations/Appointments		
Back Pain		
Recurring Medical Conditions		
Injuries/Accidents not related to work		
Mental Ill Health		
Acute medical conditions		
Pregnancy related		
Other		

Did you consult a Doctor Yes No

Do you have a disability Yes No
 If yes please provide details

Was your absence related to a disability Yes No

Was your absence related to a previous absence Yes No
 If yes please specify

Was absence work related Yes No
 If yes please specify



Are there any adjustments needed?

Employee
Signed: _____ Date: _____

MANAGERS USE ONLY

Did the employee follow the correct notification procedure

Yes No

If any further action required

Yes No

Has the employee been referred to Occupational Health?

Yes No

If no, do they need to be referred to Occupational Health?

Yes No

In your opinion does the individual seem fit to return to work?

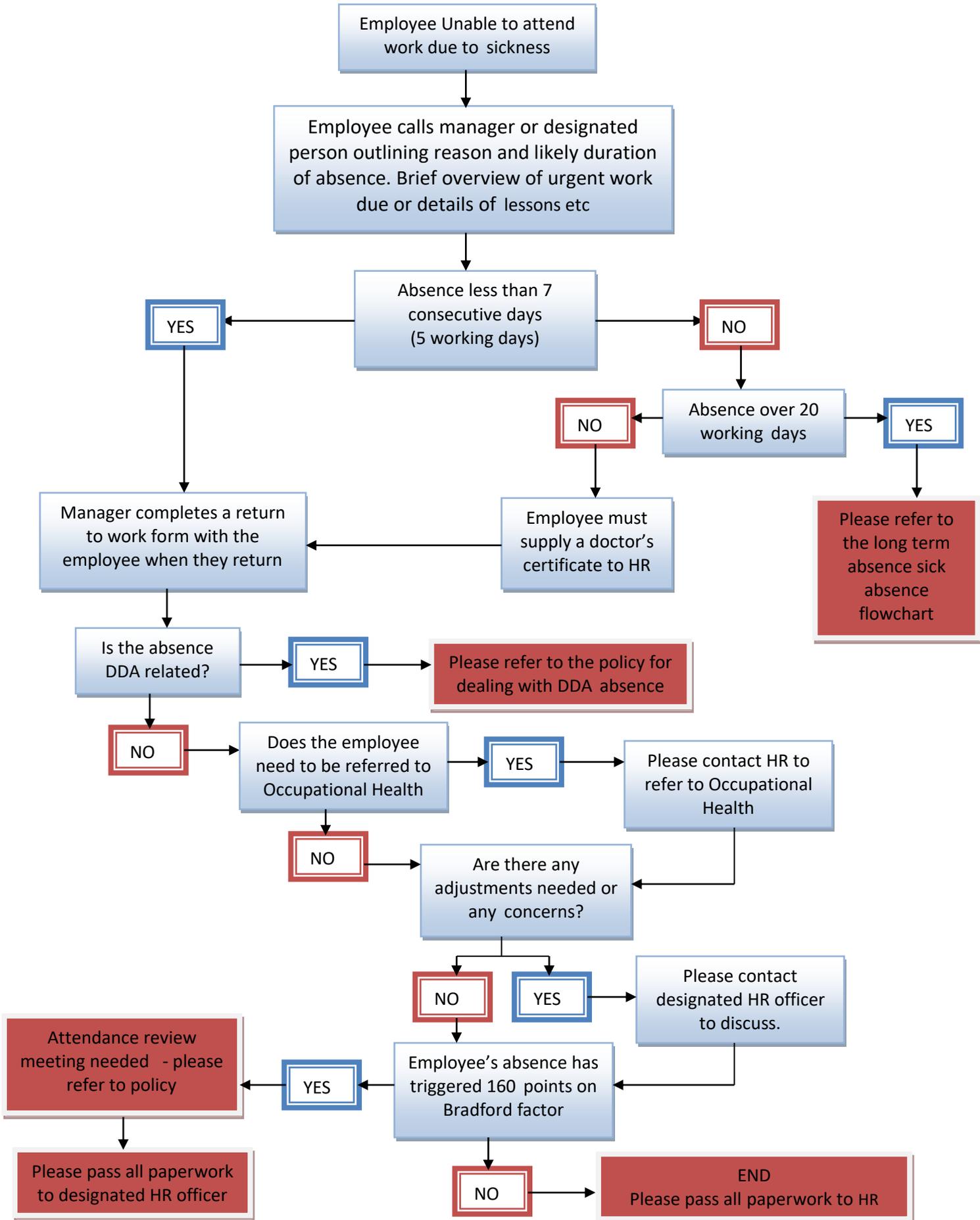
Yes No

Is any further action required (please specify)

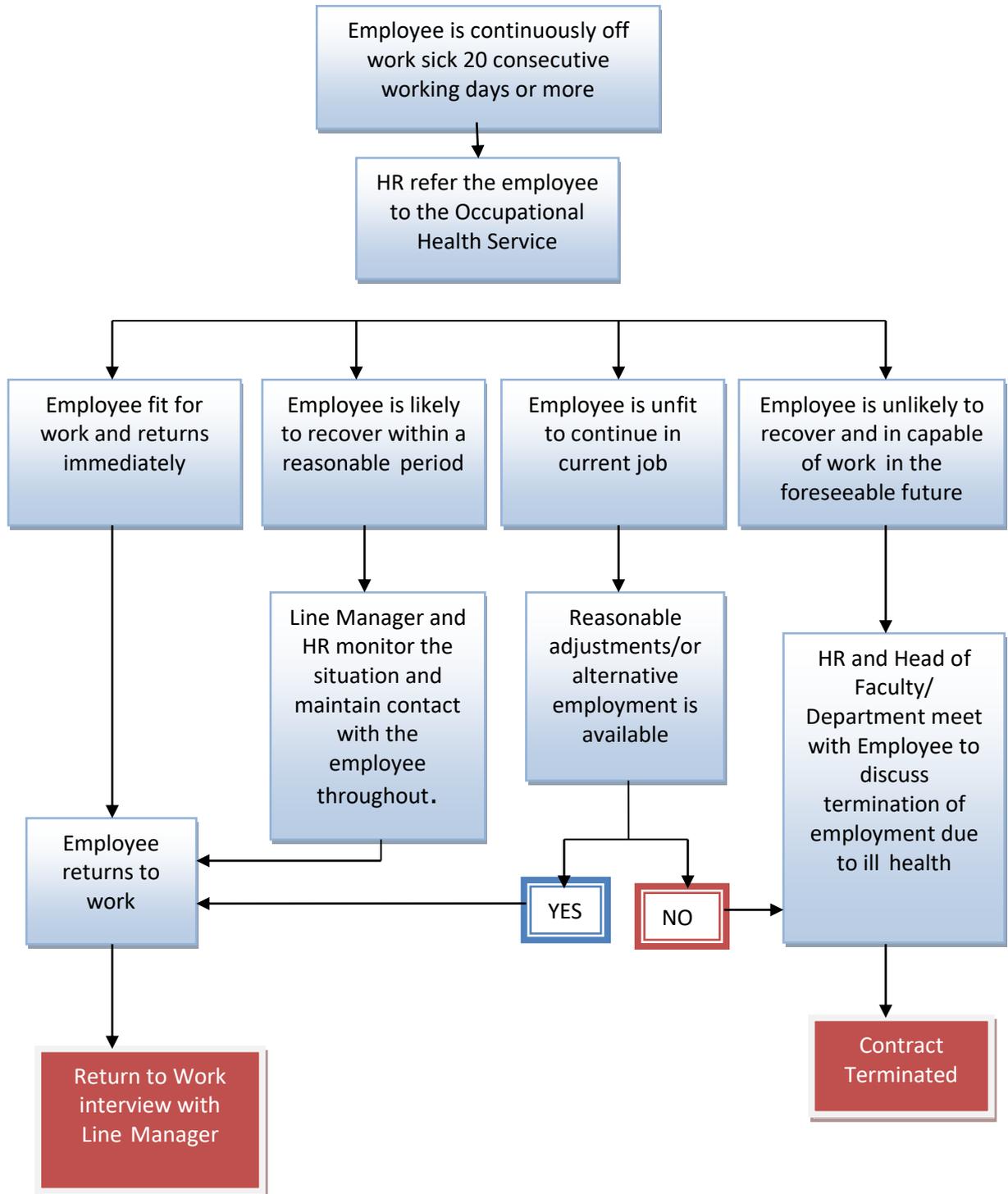
Further Comments

Employee
Signed _____ Date: _____

Short Term Absence



Long Term Absence Flowchart



Disability Related Absence

