

WOODLANDS SCHOOL

SICKNESS ABSENCE POLICY

Procedure/Guidance

Policy Issued: Sept 2017

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Reviewed by: B Gandhi-Johnson

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Policies to be read in conjunction with this policy:

- Complaints Policy - Woodlands

SICKNESS ABSENCE PROCEDURE

WHAT TO DO IF YOU ARE UNABLE TO COME INTO WORK BECAUSE OF ILLNESS

If you are unable to come into work because you are ill, you should verbally contact the Head Teacher at the earliest opportunity. Failure to do so could lead to the loss of SSP (see below) and also potential disciplinary action.

If you cannot make the call yourself because of your illness, please arrange for someone to call on your behalf, and ask them to make a note of the person spoken to, and at what time.

It is not sufficient to report off sick by sending a text message, or by leaving an answer phone message, or by asking another member of staff to inform us of your absence.

You should maintain regular contact with the Head Teacher to advise regarding ongoing sick leave. When returning to work, you should telephone the Head Teacher. This is to ensure the Head Teacher can plan ahead; and also to avoid mistakes regarding SSP or usual remuneration.

It is the responsibility of the individual member of staff to notify the Head Teacher when they are fit to return to work, even when it is your 'day off'. Otherwise, it will be considered that you remain off sick, and subsequently your remuneration could be affected.

STATEMENT OF FITNESS FOR WORK (FIT NOTES) AND SELF-CERTIFICATION

If you are ill, and you think you may be off work for seven days or more, you must obtain a Statement of Fitness for Work, or Fit Note, from your Doctor or GP. We need to receive this from you as soon as possible after you have been given it. To ensure that we pay you correctly, you must contact us each time that a new Fit Note is issued to extend your period of absence.

If you are ill for less than seven days, you must complete a Self-Certification form on your return to work; and you may be asked to attend a Return to Work interview.

SICK PAY

You will be entitled to Statutory Sick Pay, or SSP, provided your salary or wages are above the minimum levels set down in the SSP regulations. If you are eligible, you will be paid your SSP entitlement for sickness periods of four days or more. SSP is subject to your normal tax and NI deductions.

There is no additional entitlement to payment whilst off sick during the first year of employment. A maximum of one week's sickness pay during the second year of employment, and two week's sickness pay from the third year of employment onwards, may be provided at the absolute discretion of the Directors.

Any additional sickness pay will always remain at the absolute discretion of the directors, and will not form any contractual right or precedent.

Woodlands operates a policy of rewarding staff who do not take sick leave during a calendar year. In such circumstances, an additional day's paid holiday leave will be granted.

MEDICAL INFORMATION

In relation to sickness or illness, there may be occasions when we ask your permission to contact your Doctor or GP for further information. Similarly, we reserve the right to ask you to undergo an examination by a Doctor or GP of our choice, at our expense.

These requests can help to ensure our full compliance with health and safety legislation, and will only be undertaken in relation to your employment with us.

MEDICATION

If you have been given any medication that may affect your ability to work properly and safely, then it is important that you disclose that information to us. Your welfare and the welfare of your colleagues and those you may come into contact with, remains paramount.

ACCIDENTS AT WORK

If you are involved in an accident whilst at work, or in relation to your work, you must report the accident to us immediately. No matter how trivial any injury might seem, you are responsible for ensuring that an entry is made in the Accident Register (either by you or on your behalf) without delay. You should record the nature of the accident, where and when it occurred, what injuries were sustained, what first aid or other treatment was administered and by whom, and the details of any witnesses. If the entry is made for you, please ensure that you acknowledge the accuracy of the entry with your own signature as soon as possible.

If the accident results in a period of absence from work, then the usual sickness rules apply.

FALSE REPORTING OF SICKNESS

'Taking a sickie' has become an accepted and jocular phrase, but it costs UK businesses huge amounts every year. Sick Pay can be withheld if we believe that a sickness claim is fraudulent. False reporting of sickness, or failure to follow the sickness procedures detailed previously, are matters that can result in a disciplinary investigation.

RETURN TO WORK

Staff absence for a week or longer will be followed up with a Return to Work meeting with your manager. This meeting is confidential and will ensure that the appropriate support is put in place. If the absence is stress related, then a risk assessment is to be completed.

Appendix 1: Return to Work Questionnaire

Return to work questionnaire

Causes of stress	Question	Was it a problem for you? <i>Use this space to detail what the problem was. If it was not a problem leave it blank</i>	What can be done about it? <i>Can we make any adjustments?</i>
Demands	Did different people at work demand things from you that were hard to combine?		
	Did you have unachievable deadlines?		
	Did you have to work very intensively?		
	Did you have to neglect some tasks because you had too much to do?		
	Were you unable to take sufficient breaks?		
	Did you feel pressured to work long hours?		
	Did you feel you had to work very fast?		
	Did you have unrealistic time pressures?		
Control	Could you decide when to take a break?		
	Did you feel you had a say in your work speed?		
	Did you feel you had a choice in deciding how to work?		
	Did you feel you had a choice in deciding what you did at work?		
	Did you feel you had some say over the way you did your work?		
	Did you feel your time could be flexible?		
Support* (Manager)	Did your manager give you enough supportive feedback on the work you did?		
Support* (Manager)	Did you feel you could rely on your manager to help you with a work problem?		

	Did you feel you could talk to your manager about something that upset or annoyed you at work?		
	Did you feel your manager supported you through any emotionally demanding work?		
	Did you feel your manager encouraged you enough at work?		
(Peers)	Did you feel your colleagues would help you if work became difficult?		
	Did you get the help and support you needed from your colleagues?		
	Did you get the respect at work you deserved from your colleagues?		
	Were your colleagues willing to listen to your work-related problems?		
Relationships*	Were you personally harassed, in the form of unkind words or behaviour		
	Did you feel there was friction or anger between colleagues?		
	Were you bullied at work?		
	Were relationships strained at work?		
Role	Were you clear about what was expected of you at work?		
	Did you know how to go about getting your job done?		
	Were you clear about what your duties and responsibilities were?		
	Were you clear about the goals and objectives for this department?		
	Did you understand how your work fits into the overall aim of the organisation?		
Change	Did you have enough opportunities to question managers about change at work?		
	Did you feel consulted about change at work?		
	When changes were made at work were you clear about how they would work out in practice?		
Other Issues	Is there anything else that was a source of stress for you, at work or		

	at home, that may have contributed to you going off with stress?		
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Factors outside work

This list of questions on return to work has mainly focused on factors at work. However, there may be factors outside work, for example in your family life, which may have contributed to or added to the pressures at work. These may have made it harder to cope with demands at work that you would normally be able to cope with.

You may want to share these issues with your manager – they may be able to help at work and made adjustments, for example, being more flexible with working hours or just being sympathetic to the pressures you are under.

If you do not feel happy telling your manager about these things, is there anyone else you can turn to for example, your human resources department or employee assistance programmes at work?

Appendix 2: Return to Work form

RETURN TO WORK (FOLLOWING ABSENCE)

This form to be completed after any period of absence

Date of Return to Work Interview:		
Employee Name:		
Job Title:		
Day and Date of Return to Work	Day	Date
Length of absence (state whether exact or approx)		
Summary of circumstances of absence:		
Discuss the following issues. If 'Yes' to any, provide further comments below or overleaf		
Is there a need to review, reissue, or amend the Employee's Terms and Conditions of Employment?	Yes []	No []
Are there any Health & Safety issues to address?	Yes []	No []
Are there any training or other reintroduction to work issues?	Yes []	No []
Does the employee agree to an occupational health assessment, if requested?	Yes []	No []
Employee to read, acknowledge, and sign the following statement:		
<i>I confirm that the information I have provided to my employer regarding my absence both prior to and during this interview is accurate and correct. I confirm that, if my absence has been the result of illness or sickness, that such illness or sickness was genuine, and prevented my attendance at work. I understand that if evidence should come to light that suggests otherwise, I may be the subject of disciplinary action.</i>		
Employee Signature: _____		
Signature for and on behalf of the Employer: _____		
Office use only		
Did employee follow correct absence procedures?	Yes []	No []
Is any further action necessary?	Yes []	No []
Any Medication or ongoing treatment issues?		
Further action / comments: <i>(continue on reverse of this form if necessary)</i>		

ARRANGEMENTS FOR COVER/ COVER WORK

To aid the planning of cover work, teachers need to ensure that their short, medium and long-term planning sheets are handed to the Head Teacher.

Planned absence

Please liaise with the Head teacher and **complete the green form**.

Unplanned absence

Please inform the school of your absence by telephoning the Head teacher before 7.45am on the day of absence stating briefly the reason for absence and the proposed day of return if known. **Please phone daily if your illness persists and phone to inform school ON THE DAY of your intention to return to work.**

I can confirm that I have read and understood this policy.

Signed:

Directors

Date

Chair of Governors

Date

Headteacher

Date

I can confirm that I have read and understood this policy.

Name (print):

Signature:

Date:
