

# EQUITAS ACADEMIES TRUST



**EQUITAS**  
— ACADEMIES TRUST —

## STAFF SICKNESS ABSENCE POLICY

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**Agreed:** Equitas Leadership Team

**Policy Lead:** HR Manager

**STAFF SICKNESS ABSENCE POLICY**

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## **Sickness Absence Policy**

### **1. INTRODUCTION**

- 1.1 This policy sets out our procedures for reporting sickness absence and for the fair and consistent management of attendance.
- 1.2. Sickness absence can vary from short intermittent periods of ill-health to a continuous period of long-term absence and have a number of different causes (for example, injuries, recurring conditions, or a serious illness requiring lengthy treatment).
- 1.3 We wish to ensure that the reasons for sickness absence are understood in each case and investigated where necessary. In addition, where needed and reasonably practicable, measures will be taken to assist those who have been absent by reason of sickness to return to work.
- 1.4 This policy does not form part of any employee's contract of employment and it may be amended at any time following consultation. We may also vary the procedures set out in this policy, including any time limits, as appropriate in any case.
- 1.5 As part of the application of this policy, the Trust will collect, process and store personal data and special categories of data in accordance with our data protection policy. We will comply with the requirements of the Data Protection Legislation (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018), in relation to how we collect, hold and share special category personal data. Records will be kept in accordance with our Staff Privacy Notice, retention and destruction policy and in line with the requirements of Data Protection Legislation.

### **2. SCOPE AND PURPOSE**

- 2.1 This policy has been agreed in consultation with the recognised trade unions and covers all employees at all levels and grades regardless of status except those employees who are in their probationary period.
- 2.2 The purpose of the policy is to ensure that staff understand the expectations of the Trust in terms of attendance at work. In applying this policy, we aim to ensure that attendance is managed appropriately and consistently and that employees receive relevant support.

### **3. DEFINITIONS**

- 3.1 Short-term sickness absence - any absence that lasts between half and 20 days (four working weeks).
- 3.2 Long term sickness absence – any absence that lasts for a continuous period of longer than four weeks.

#### **4. DISABILITIES**

- 4.1 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.
- 4.2 If you consider that you are affected by a disability or any medical condition which affects your ability to undertake your work, you should inform your Line Manager and the HR Department.

#### **5. SICKNESS ABSENCE REPORTING PROCEDURE**

- 5.1 All employees are required to follow the reporting procedure set out in appendix 1.
- 5.2 If you are taken ill or injured while at work, you should report this promptly to your line manager or a member of the senior leadership team. Managers should contact the Headteacher and/or HR Manager or relevant first aider to make arrangements for anyone who is unwell to be accompanied home and/or to receive medical treatment, where necessary.
- 5.3 If you cannot attend work because you are ill or injured, you should follow the instructions laid out in Appendix 1. The following details should be provided when calling:
- a) The nature of your illness or injury.
  - b) The expected length of your absence from work.
  - c) Contact details.
  - d) Any outstanding or urgent work that requires attention. Including information in relation to student work that needs covering.
- 5.4 Contacting by text message or email is not acceptable.
- 5.5 Managers should ensure that:
- a) Any sickness absence that is notified to them is recorded and reported to the HR department.
  - b) Arrangements are made, where necessary, to cover work and to inform colleagues (while maintaining confidentiality).
- 5.6 You should expect to be contacted during your absence by your line manager or the HR department who will want to enquire after your health and be advised, if possible, as to your expected return date.
- 5.7 If you are ill or injured during a period of pre-arranged annual leave you may elect to treat the days of incapacity as sickness absence instead of annual leave. You must inform your manager of your incapacity and its likely duration as soon as possible even if you are abroad. The usual requirements for self-certification and medical certificates in this policy will apply.

## **6. EVIDENCE OF INCAPACITY**

- 6.1 For sickness absence of between four and seven calendar days you must complete a self-certification form which is available from the HR department or you can obtain a copy from the HR Forms section of Microsoft Teams.
- 6.2 For absence of more than a week you must obtain a certificate from your doctor (a 'Statement of Fitness for Work') stating that you are not fit for work and the reason(s) why. This should be forwarded to the HR department as soon as possible. If your absence continues, further medical certificates must be provided to cover the whole period of absence.
- 6.3 If your doctor provides a certificate stating that you 'may be fit for work' you should inform the HR department immediately. We will discuss with you any additional measures that may be needed to facilitate your return to work, taking account of your doctor's advice. This may take place at a return to work interview (see paragraph 11.1). If appropriate measures cannot be taken, you will remain on sick leave and we will set a date to review the situation.
- 6.4 Where we are concerned about the reason for absence, or frequent short-term absence, we may require a medical certificate for each absence regardless of duration. In such circumstances, the employee will cover any costs incurred in obtaining such medical certificates, for absences of a week or less.
- 6.5 Where an employee is absent immediately prior to an Academy closure period, 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. The cost of fit note will be covered by the Trust, if applicable.
- 6.6 If you are undergoing an elective or cosmetic surgery or procedure for which you will be absent from work, then any entitlement to sick pay (as set out in paragraph 8) will be subject to receipt of satisfactory medical evidence. This medical evidence will need to be in the form of a report from your doctor or a specialist confirming that you are undergoing the procedure on medical advice. You may be required to take annual leave or unpaid leave for any absence related to a purely elective procedure.
- 6.7 In the event of a forced Academy closure for reasons such as a pandemic or inclement weather conditions, your absence will not be monitored under this policy. Where possible, arrangements will be made for you to undertake work from home or engagement in relevant online training/CPD.

## **7. UNAUTHORISED ABSENCE**

- 7.1 Cases of unauthorised absence will be dealt with under our Disciplinary Procedure.
- 7.2 Absence that has not been notified according to the sickness absence reporting procedure will be treated as unauthorised absence.

7.3 If you do not report for work and have not telephoned to explain the reason for your absence, in the first instance, your line manager or the HR Manager will try to contact you, by telephone and in writing, if necessary. This should not be treated as a substitute for reporting sickness absence.

**8. SICK PAY**

8.1 You should refer to your contract for details of the sick pay for which you are entitled.

8.2 If a period of sickness absence is, or appears to be, occasioned by actionable negligence, nuisance or breach of any statutory duty on the part of a third party, in respect of which damages are or maybe recoverable, you must immediately notify your line manager/Headteacher or HR department of that fact and of any claim, compromise settlement or judgement made or awarded in connection with it and all relevant particulars that we may reasonably require. If we require you to do so, you must co-operate in any related legal proceedings and refund to us that part of any damages or compensation you recover that relates to lost earnings for the period of sickness absence as we may reasonably determine, less any costs you incurred in connection with the recovery of such damages or compensation, provided that the amount to be refunded to us shall not exceed the total amount we paid to you in respect of the period of sickness absence.

8.3 Failure to properly report your absence or to provide medical or self certification could lead to your pay being suspended.

The Trust reserves the right to withhold sick pay in the following circumstances:

8.3.1 You have not followed the correct absence notification procedure;

- You have an illness or injury which has been self-inflicted;
- You have an illness or injury which results from your own misconduct or neglect;
- You have an illness or injury which has been caused by outside employment.
- You are absent due to sickness or injury during disciplinary procedures against you.
- You are working elsewhere during your period of absence, whether or not this is during your normal working hours
- You are undergoing an elective or cosmetic surgery or procedure for which you will be absent from work

8.4 Sick pay (other than Statutory Sick Pay (SSP) is paid at the discretion of the Headteacher and is dependent upon the employee concerned complying with the Trust’s sickness management procedures. The amount of sickness pay, which may be paid, is based on length of service.

**Teaching Staff**

Length of Service	Full Pay (working days)	Half Pay (working days)
0 – 4 months	25	Nil
4 months – 1 year	25	50
1 – 2 years	50	50
2 – 3 years	75	75
Over 3 years	100	100

## Equitas Academies Trust

Mondays – Fridays are counted.

Sickness entitlement for teaching staff starts from 1 April each calendar year.

### **Support Staff**

Length of Service	Full Pay (days)	Half Pay (days)
0 – 4 months	26	Nil
4 months – 1 year	26	52
1 – 2 years	52	52
2 – 3 years	104	104
3 – 5 years	130	130
Over 5 years	156	156

Mondays – Saturdays and holiday periods are counted

All sickness calculations are based on a rolling 12-month period – counting back twelve months from the date of the first day of the current absence.

## **9. KEEPING IN CONTACT DURING SICKNESS ABSENCE**

- 9.1 If you are absent on sick leave you should expect to be contacted from time to time by your line manager and the HR department in order to discuss your wellbeing, expected length of continued absence from work and any of your work that requires attention. Such contact is intended to provide reassurance and will be kept to a reasonable minimum.
- 9.2 If you have any concerns while absent on sick leave, whether about the reason for your absence or your ability to return to work, you should feel free to contact your line manager or the HR department at any time.

## **10. MEDICAL EXAMINATIONS**

- 10.1 We may, at any time in operating this policy, ask you to consent to and attend a medical examination by our Independent Medical Advisors, Occupational Health Service (at our expense).
- 10.2 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 the contents of the report with our advisers and the relevant doctor.
- 10.3 Failure to agree to a reasonable request may result in decisions being made in the absence of any medical information. In some circumstances disciplinary action may be taken where you do not cooperate with the sickness absence procedure.
- 10.4 In the event of a difference of opinion between your GP and the Trust's occupational health advisors, regarding your fitness for work, functional capacity or the existence of an underlying

medical condition contributing towards persistent absences, the occupational health advisor's advice will normally take precedence. In some cases, an independent medical advisor may be asked to give a second opinion.

- 10.5 This process is in line with our Staff Privacy Notice which sets out how we will gather, process and hold special category of your personal data during your employment.

## **11. RETURN-TO-WORK INTERVIEWS**

- 11.1 When you return to work you should report directly to your line manager for an informal discussion. If your line manager is not available report to the HR department. This should be done prior to starting your school day. This is so that we can ensure you are fit to return to work and provide any workplace adjustments or support if necessary. Your line manager will then inform the HR department to ensure your sickness absence record is updated. If you have been absent on sick leave for more than 3 days, we will arrange for you to have a return-to-work interview with your line manager and if required, a member of the HR department.
- 11.2 A return-to-work interview enables your line manager to confirm the details of your absence. It also gives you the opportunity to raise any concerns or questions you may have, and to bring any relevant matters to our attention. Details of the discussion will be captured on a return to work form, see appendix 2, this will be completed by your line manager.
- 11.3 Where your doctor has provided a certificate stating that you 'may be fit for work' we will usually hold a return-to-work interview to discuss any additional measures or reasonable adjustments that may be needed to facilitate your return to work, taking account of your doctor's advice.

## **12. RETURNING TO WORK FROM LONG-TERM SICKNESS ABSENCE**

- 12.1 We are committed to helping employees return to work from long-term sickness absence. As part of our sickness absence meetings procedure, we will, where appropriate and possible, support returns to work by:
- Obtaining medical advice;
  - Making reasonable adjustments to the workplace, working practices and working hours; including a time limited phased return to work
  - A phased return to work will often be a recommendation of an occupational health advisor or your GP
  - You will receive full pay on the phased return. Phased returns to work should be for a maximum of 4 weeks. In the event that you request that your phased return is extended beyond 4 weeks, a meeting will be held with you in regards to a temporary contractual change being made to your working hours to accommodate the request and your pay adjusted accordingly.
  - Considering redeployment; and/or
  - Agreeing a return to work programme with everyone affected.
- 12.2 If you are unable to return to work in the longer term, we will consider whether you are entitled to any benefits under your contract.

### **13. SICK LEAVE AND ANNUAL LEAVE**

- 13.1 If you become sick or injured while on annual leave such that you would be unfit for work you may ask your line manager or Headteacher to treat the period of incapacity as sick leave and reclaim the annual leave.
- 13.2 To be able to claim Trust sick pay you must notify your line manager or Headteacher of your incapacity immediately, and the usual requirements for medical evidence in this policy will also apply, even if you are abroad.
- 13.3 If you are on sick leave you may choose to cancel any pre-arranged annual leave that would otherwise coincide with your sick leave. You should notify your line manager or Headteacher as soon as possible that you wish to do this.
- 13.4 If your period of sick leave extends into the next holiday year, or if there is not enough time left in the current holiday year to make it practicable to take your remaining holiday entitlement, you can carry any unused holiday entitlement over to the following leave year up to a maximum of 20 days to be used within three months of your return to work.

### **14. SICKNESS ABSENCE MEETINGS PROCEDURE**

- 14.1 We may apply this procedure whenever we consider it necessary, including, for example, if you:
  - 14.1.1 Have discussed matters at a return to work interview that require investigation and/or have been absent due to illness on a number of occasions in line with the following triggers (pro-rata for part time staff and consideration given to adjusting triggers for employees with a disability. Pregnancy related absences are discounted when calculating triggers);
  - 14.1.2 Three or more occasions in any rolling 12 month period
  - 14.1.3 6 or more days in any rolling 12 months
  - 14.1.4 Or any other pattern that causes concern
- 14.2 The policy may still be applied where the employee persistently falls just below the trigger points and where the absence is perceived to be a problem.
- 14.3 Unless it is impractical to do so, we will give you five working days written notice of the date, time and place of a sickness absence meeting. We will put any concerns about your sickness absence and the basis for those concerns in writing or otherwise advise why the meeting is being called. A reasonable opportunity for you to consider this information before a meeting will be provided.
- 14.4 The meeting will be conducted by your line manager and will normally be attended by a member of the HR department to provide advice and guidance. You may bring a companion with you to the meeting (see paragraph 14).
- 14.5 You must take all reasonable steps to attend a meeting. Failure to do so without good reason may be treated as misconduct. If you or your companion are unable to attend at the time specified, you

should immediately inform the HR department who will seek to arrange and agree an alternative time.

- 14.6 A meeting may be adjourned if the person chairing the meeting is awaiting receipt of information, needs to gather any further information or give consideration to matters discussed at a previous meeting. You will be given a reasonable opportunity to consider any new information obtained before the meeting is reconvened.
- 14.7 Confirmation of any decision made at a meeting, the reasons for it, and of the right of appeal (if a formal warning is issued) will be given to you in writing within five working days of a sickness absence meeting (unless this time scale is not practicable, in which case it will be provided as soon as is practicable).
- 14.8 Formal warnings issued for sickness absence will remain live for a period of 12 months from the date of issue, during which time further absences beyond the review period would be dealt with either at the next stage of the procedure or by an extension of the current live warning. If further absences occur shortly after the end of the 12 month period (or any extended warning), the Trust reserves the right to deal with the matter at the same stage of the procedure and not return to an earlier stage.
- 14.9 If, at any time, a member of the Senior Leadership team or Line Manager considers that you have taken or are taking sickness absence when you are not unwell, they may refer matters to be dealt with under the Disciplinary Procedure.

## **15. RIGHT TO BE ACCOMPANIED AT MEETINGS**

- 15.1 You may bring a companion to any meeting or appeal meeting under this procedure.
- 15.2 Your companion may be either a trade union representative or a work colleague. You should provide their details to the person conducting the meeting, in good time before it takes place.
- 15.3 Employees are allowed reasonable time off from duties without loss of pay to act as a companion. However, they are not obliged to act as a companion and may decline a request if they so wish.
- 15.4 We may at our discretion permit other companions (for example family members) where this will help overcome particular difficulties caused by a disability or difficulty understanding English.
- 15.5 Some companions may not be allowed: for example, anyone who may have a conflict of interest, or whose presence may prejudice a meeting. A companion should not normally work at another site unless no one reasonably suitable is available at the site at which you work.
- 15.6 A companion may make representations, ask questions, and sum up your position, but will not be allowed to answer questions on your behalf. You may confer privately with your companion at any time during a meeting.

## **16. STAGE 1: FIRST SICKNESS ABSENCE MEETING**

- 16.1 This will follow the procedure set out in paragraphs 14 and 15 on the arrangements for and right to be accompanied at sickness absence meetings.
- 16.2 The purposes of a first sickness absence meeting may include:
- 16.2.1 Discussing the reasons for absence.
  - 16.2.2 Where you are on long-term sickness absence, determining how long the absence is likely to last.
  - 16.2.3 Where you have been absent on a number of occasions, determining the likelihood of further absences.
  - 16.2.4 Considering whether medical advice is required or, if already obtained, what that advice is.
  - 16.2.5 Considering what, if any, measures might improve your health and/or attendance.
  - 16.2.6 Determining a way forward, action that will be taken and a time-scale for review and/or a further meeting under the sickness absence procedure.
  - 16.2.7 Issuing a written warning that your employment may be at risk if your attendance does not improve.
- 16.3 Where attendance improves to an acceptable level the line manager will hold a review meeting to confirm this and decide the need for or frequency of further monitoring meetings. An HR representative may be present during the meeting. Following the meeting the HR Manager will advise of the outcome by writing to the employee confirming the outcome.

## **17. STAGE 2: FURTHER SICKNESS ABSENCE MEETING(S)**

- 17.1 Depending on the matters discussed at the first stage of the sickness absence procedure, or where concerns about attendance continue, a further meeting or meetings may be necessary. Arrangements for meetings under the second stage of the sickness absence procedure will follow the procedure set out in paragraphs 14 and 15 on the arrangements for and right to be accompanied at sickness absence meetings.
- 17.2 The purposes of further meeting(s) may include:
- a) Discussing the reasons for and impact of your ongoing absence(s).
  - b) Where you are on long-term sickness absence, discussing how long your absence is likely to last.
  - c) Where you have been absent on a number of occasions, discussing the likelihood of further absences.
  - d) If it has not been obtained, considering whether medical advice is required. If it has been obtained, considering the advice that has been given and whether further advice is required.
  - e) Considering your ability to return to/remain in your job in view both of your capabilities and the needs of the Trust and whether any adjustments can reasonably be made to your job to enable you to do so.
  - f) Considering possible redeployment opportunities and whether any adjustments can reasonably be made to assist in redeploying you.
  - g) Where you are able to return from long-term sick leave, whether to your job or a redeployed alternative job role, agreeing a phased return to work programme.

- h) If it is considered that you are unlikely to be able to return to work from long-term absence, whether there are any benefits for which you should be considered.
- i) Determining a way forward, action that will be taken and a time-scale for review and/or a further meeting(s). This may, depending on steps we have already taken, include warning you that you are at risk of dismissal.

17.3 Having taken in to account all of the relevant facts and consulted with the employee, the Line Manager / Headteacher / HR Manager may decide to:

- a) take no further action
- b) extend the period of monitoring and review
- c) issue a final written warning that your employment may be at risk of dismissal if attendance does not improve. This will normally remain on record for 12 months.

17.4 Following the meeting, the HR Manager will write to the employee confirming the outcome of the meeting and the employee's right to appeal, within 5 working days, if a formal attendance warning has been issued.

17.5 Where attendance improves to an acceptable level the line manager or Headteacher will hold a review meeting with an HR representative present, to confirm this and decide the need for or frequency of further monitoring meetings. This will be confirmed in writing to the employee.

## **18. STAGE 3: FINAL SICKNESS ABSENCE MEETING**

18.1 Where you have been warned that you are at risk of dismissal, and improvement has not been made, we may invite you to a meeting under the third stage of the sickness absence procedure. Arrangements for this meeting will follow the procedure set out in paragraphs 14 and 15 on the arrangements for and right to be accompanied at sickness absence meetings.

18.2 The purposes of the meeting will be:

- 18.2.1 To review the meetings that have taken place and matters discussed with you and warnings issued.
- 18.2.2 Where you remain on long-term sickness absence, to consider whether there have been any changes since the last meeting under stage two of the procedure, either as regards your possible return to work or opportunities for return or redeployment.
- 18.2.3 To consider any further matters that you wish to raise.
- 18.2.4 To consider whether there is a reasonable likelihood of you returning to work or achieving the desired level of attendance in a reasonable time
- 18.2.5.1 To consider if ill health retirement is a possibility where medical advice is clear it is unlikely that an employee will be fit to return to their role in the near future.
- 18.2.6 To consider the possible termination of your employment.
- 18.2.7 Termination will normally be with full notice or payment in lieu of notice.

- 18.3 Having taken into account all of the relevant facts and consulted with the employee, Line manager / Headteacher may decide to:
- 18.3.1 take no further action
  - 18.3.2 extend the period of review and monitoring, for example to allow for improvement in the employee's fitness as a result of treatment or improvement in attendance as a result of reasonable adjustments that can be put in place
  - 18.3.3 issue a final attendance warning, notifying the employee of the risk of dismissal if attendance does not improve, including the timescale for improvement
  - 18.3.4 Terminate your employment with pay in lieu of notice
- 18.4 Following the meeting, the HR Manager will write to the employee confirming the outcome of the meeting and the employee's right to appeal, within 5 working days, if a formal attendance notification has been issued.
- 18.5 A further review meeting will be held where the case will be reviewed and examined by the HR Manager/Headteacher or another senior manager in consultation with the employee and a decision will be taken to either:
- a) take no further action
  - b) extend the period of review and monitoring, for example to allow for improvement in the employee's fitness as a result of treatment or improvement in attendance as a result of adaptations or adjustments that can be put in place recommend dismissal and arrange a formal hearing.
  - c) Where dismissal action is not taken and attendance improves for a sustained and reasonable period, formal monitoring will normally cease but if levels increase again within the period of the formal attendance warning, then this will trigger the reinstatement of this procedure at stage three.
- 18.6 At any stage the Line Manager / Headteacher / HR Manager may decide it is reasonable to extend review periods or improvement notice periods to ensure sustained improvement is achieved.

## **19. APPEALS**

- 19.1 You may appeal against the outcome at any stage of this procedure and you may bring a companion to an appeal meeting (see paragraph 15)
- 19.2 An appeal should be made in writing, stating the full grounds of appeal, to the Headteacher within five working days of the date on which the decision was sent to you.
- 19.3 Unless it is not practicable, you will be given five working days' written notice of an appeal meeting. In cases of dismissal the appeal will be held as soon as possible. Any new matters raised in an appeal may delay an appeal meeting if further investigation is required.
- 19.4 You will be provided with written details of any new information which comes to light before an appeal meeting. You will also be given a reasonable opportunity to consider this information before the meeting.

- 19.5 Where practicable, an appeal meeting will be conducted by someone more senior to the individual who conducted the sickness absence meeting.
- 19.6 Depending on the grounds of appeal, an appeal meeting may be a complete rehearing of the matter or a review of the original decision.
- 19.7 Following an appeal, the original decision may be confirmed, revoked or replaced with a different decision. The final decision will be confirmed in writing, if possible, normally within five working days of the appeal meeting. There will be no further right of appeal.
- 19.8 The date that any dismissal takes effect will not be delayed pending the outcome of an appeal. However, if the appeal is successful, the decision to dismiss will be revoked with no loss of continuity or pay.

**20. REVIEW OF POLICY**

- 20.1 This policy is reviewed annually by the HR department in consultation with the recognised trade union. We will monitor the application and outcomes of this policy to ensure it is working effectively.

<b>Reviewed/Approved by:</b>	<b>Date approved:</b>	<b>Next review date:</b>
Equitas Leadership Team	05/05/2021	05/05/2022
Equitas Leadership Team	04/11/2020	Sept 2021

**Appendix 1 - Reporting Procedure**

**Aston Manor Academy – Absence reporting procedure**

All employees are required to follow the absence reporting guidelines explained below.

**Support staff** should telephone the Chief Operations Officer between 7.15 am - 8.30 am on each day of absence unless the period of absence is covered by a Doctor's note.

**Teaching staff** should telephone the Headteacher, between 7.15 am and 8.00 am on each day of absence unless the period of absence is covered by a Doctor's note.

Staff should continue to stay in contact throughout the duration of their absence.

**Chilwell Croft Academy – Absence Reporting procedure**

All employees are required to follow the absence reporting guidelines explained below.

**Reporting Procedures for Teaching Staff and Teaching Assistants**

- Text message or call to the Headteacher between 7:00 am and 7:30 am and call the office from 7:30 am on 0121 464 3402.
- Followed up with a telephone call to the School Office between 8.00 am – 9.00 am
- Telephone the School Office by 3.00 pm to notify if you are going to be available for work the following day

**Lunchtime Supervisors**

- Telephone the School Office between 8.00 am 9.00 am
- Telephone the School Office by 4.00 pm to notify if you are going to be available for the following day

**Catering Staff/Breakfast Club Staff**

- Telephone Pravina Patel by 7.00 am
- Telephone Rubina Ahmed by 2.00 pm to notify if you are not going to be available for work the following day

**All Support staff** should telephone the Headteacher by 7.30 am at the latest on each day of absence, unless the period of absence is covered by a Doctor's note.

Staff should continue to stay in contact throughout the duration of their absence.



**Appendix 2**

**Return to Work Interview Form**

Employee name: \_\_\_\_\_

Line manager name: \_\_\_\_\_

First day of absence: \_\_\_\_\_

Final day of absence: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

**Reason(s) for absence**

Please explain the nature of the employee's absence

Is this the first, or a similar type of absence?

**Medical Advice**

Did the employee attend their General Practitioner? Yes / No

Are they currently receiving any medical treatment? Yes / No

(Give details if employee wishes to discuss advice/treatment)

**Advice Given**

Have you enquired whether any support can be offered by the School, and have you explained the importance of regular attendance? Please give details including other comments/advice given.

**Equitas Academies Trust**

Signature of employee: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Signature of line manager: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_