

<b>Title</b>	Staff Absence (Illness)
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>• Adoption (TPO/STA/01)</li> <li>• Maternity (TPO/STA/04)</li> <li>• Parental Leave (TPO/STA/06)</li> <li>• Paternity (TPO/STA/07)</li> <li>• Special Leave of Absence (TPO/STA/14)</li> <li>• Disciplinary Procedure (TPO/STA/22)</li> <li>• Probationary Policy (TPO/STA/32)</li> </ul>

REVIEWED: APRIL 2018

NEXT REVIEW: APRIL 2021

**1. Policy Statement**

- 1.1 The Brooke Weston Trust values all of its employees and recognises that they are its most valuable resource. The Trust wishes to create and support a healthy and efficient working environment, to comply with Health & Safety legislation whilst upholding a caring and rehabilitative approach towards sickness absence management.
- 1.2 This Sickness Absence Policy sets out procedures for reporting sickness absence and for the management of sickness absence in a fair and consistent way. This policy places emphasis on proactive support for staff in the event of ill health difficulties (see below). This policy does not form part of any employee’s contract of employment and it may be amended at any time.
- 1.3 It is the responsibility of management to monitor sickness absence and to respond effectively to actual and potential problems. The Academy has standards for attendance for staff as it does for pupils. It is responsibility of the Principal and all levels of management to ensure these standards are achieved and to raise awareness of the effect of sickness absence levels on the quality and continuity of teaching and learning and other aspects of the effectiveness of the work of the Academy. In addition, managers have a clear obligation placed on them to identify and address problems in the work environment and/or job factors that may be contributing to staff absence.
- 1.4 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).
- 1.5 Sickness absence may result from a disability under the Equality Act 2010. Reasonable adjustments to this procedure may be considered in appropriate cases, depending on the specific circumstances. HR advice should be obtained where the line manager considers the employee is likely to have a disability.
- 1.6 No action will be taken under the formal part of this Sickness Absence Policy against a trade union representative without prior discussion with an appropriate trade union officer.
- 1.7 For students the Trust has set a minimum expectation for at least 96% attendance. For all staff the minimum expectation is 98% attendance when averaged over a three year period. Frequent short-term absences, or one or more long term absences, may be indicative of underlying health problems, and the Trust wishes to supportively address such problems in order to ensure the welfare of the employee and effectively manage occupational health issues whilst minimising the organisational implications.

**2. Who does this policy apply to?**

- 2.1 This policy applies to all Trust employees

**3. Who is responsible for carrying out this policy?**

- 3.1 The Principal is responsible for monitoring the implementation of the procedure to ensure that the procedure is communicated to employees and that it is applied consistently. Levels of sickness absence will be monitored and will record the average number of working days lost due to sickness per full time equivalent employee and identify areas where the work of the Academy, in particular the continuity of teaching and learning, is being affected by absence levels. This will include a breakdown of total absence into long-term or short-term absence (normally more than 28 days) and reasons for absence. The information will be reported to governors on an anonymised basis. The procedure sets out the steps which the Principal and line managers will normally follow when staff sickness absence occurs.
- 3.2 In normal circumstances, line managers have the authority to have Return to Work discussions with employees.
- 3.3 Line managers have authority to hold Informal Sickness Absence Meetings.
- 3.4 Senior Managers are those with authority to hold Stage 1 Meetings (and review other Seniors Manager's Stage 1 decisions at appeal).
- 3.5 The Principal has authority to hold a Stage 2 meeting. In the event that the Principal has held the Stage 1 meeting then Stage 2 may be considered by a link Executive Principal.
- 3.6 The implementation of this policy will be monitored by the Senior Leadership Team and the governors of the Academy and will remain under constant review by Brooke Weston Trust.

#### **4. Employee's Responsibilities**

- 4.1 Employees must attend work when fit to do so.
- 4.2 Employees must follow the Notification of Sickness Absence procedures:
  - 4.2.1 An employee who is prevented by illness or injury from reporting for duty shall personally notify their immediate line manager or designated staff absence line as soon as possible by telephone as early as possible on the first day of absence. The following details should be provided:
    - a) The nature of the employee's illness/injury
    - b) The expected length of absence from work
    - c) Current contact details
    - d) Any outstanding or urgent work that requires attention
- 4.3 If an employee does not report for work, and has not explained the reason for absence, then the employee should expect to be contacted by telephone, email or letter during the period of absence by the employee's line manager, who will want to enquire after the employee's health and be advised, if possible, as to the employee's expected return date. Absence that has not been notified in accordance with the sickness absence reporting procedure will normally be treated as unauthorised absence, except in exceptional circumstances.
- 4.4 All employees must complete a self-certification form detailing the reason for absence for any period of sickness absence up to seven days. The self-certification form can be obtained from your line manager and must be completed immediately on return to duty and returned to your line manager.
- 4.5 A medical certificate (a 'Statement of Fitness for Work' hereinafter called a 'Fit Note') must be provided from the EIGHTH day of absence (including Saturdays and Sundays). This should be provided to the line manager as soon as possible as, if absence continues to further, further Fit Notes should be provided to cover the whole period of absence. Failure to do so may result in non-payment of sick pay (where applicable) and/or disciplinary action if appropriate.
- 4.6 Employees must continue to submit Fit Notes during Academy closure periods.
- 4.7 The Academy may take a copy of the Fit Note for their records and return the original copy to the employee.

- 4.8 An employee shall, if required at any time, attend an Occupational Health or other medical appointment/examination by a registered medical practitioner nominated by the Academy.
- 4.9 The employee will, if required, engage with the Fit for Work service (6.1 below) either as a result of a doctor or employer referral and must ensure medical advice and treatment is obtained and adhered to in order to facilitate a return to work as soon as possible.

## 5. Reimbursements of Cost of Doctors' Statements

- 5.1 Where the Principal requires a medical certificate ('Fit Note') from an employee, the employer shall, on provision of a receipt, reimburse the employee if a charge is made for the Fit Note.

## 6. Fit for Work Service

- 6.1 Fit for Work is a Government funded service which provides free work-related health advice to employers and employees. It is intended to complement and not replace the role of doctors or existing Occupational Health providers.
- 6.2 Employees may wish to access the online services available at [www.fitforwork.org](http://www.fitforwork.org) or the telephone advice line on 0800 032 6235.

## 7. Illness or Injury Arising from Work

- 7.1 Any accident arising out of, or in the course of, employment with the Academy must be reported and recorded in accordance with the required procedures. The accident may be subject to investigation and reported by an employee authorised for this purpose by the Academy.
- 7.2 Where an employee seeks medical advice about an illness which is suspected or alleged to result from the nature of his or her employment, the employee must report relevant information to the Principal or Senior Manager at the first opportunity.
- 7.3 In the case of the first, and any subsequent, absence due to industrial disease or accident an employee shall agree, at any time during such absence, if so required by the employer, to a medical examination by a registered medical practitioner nominated by the Academy.

## 8. General Return to Work Arrangements

### Phased returns

- 8.1 Where an employee returns to work on a part time basis following long-term sickness absence, with the expectation that they will be able to work their full contractual hours (or other such amended contractual hours as agreed) within a reasonable period of time, then, in accordance with medical advice provided by the Occupational Health doctor, or the Fit for Work service, the following arrangements will normally be made in relation to pay:
- Where the employee has exhausted their sick pay entitlement, the salary payment made will be based on the number of hours worked during the phased return.
  - Where the employee has not exhausted their sick pay entitlement, the employee will be paid in accordance with the number of hours work/contracted salary whilst at work, and the occupational sick pay entitlement that would be payable when the employee remained off work due to sickness absence.
- 8.2 If the employee returns to work with a Fit Note which states 'may be fit for work', the employee should notify his/her manager immediately. The advice on the note will be discussed together with any additional measures that may be needed to facilitate the employee's return to work, taking into account the doctors' advice. Consideration will be given as to how the advice impacts the employee, the job, the workplace, service delivery, pupils and colleagues. The doctor's comments, any of the return to work tick boxes, and any other action that could facilitate a return to work will be considered with due regard to the Equality Act 2010. Options may include:
- phased return to work;
  - altered hours;

- amended duties;
- consideration of redeployment;
- workplace adaptations;
- other reasonable adjustments.

**8.3** If a return to work is possible, the agreed action plan will be documented and implemented. If it is not possible to provide the support suggested by the doctor, the employee will remain on sick leave and will not normally need to return to their doctor to obtain a revised Fit Note unless this is required in the circumstances. A review date will be set.

**8.4** Consideration will be given as to whether a risk assessment is required to ensure the health and safety of the employee in light of the reason for their ill health, for example a stress, ergonomic or more general risk assessment may be required.

**8.5** The employee may return to work before the expiry of a Fit Note without going back to see their doctor, even if their G.P has indicated that they need to assess them again. This will not breach the Academy’s Employer’s Liability Compulsory Insurance, providing a **suitable risk assessment** has taken place if required.

**9. Probationary Periods for Support Staff**

**9.1** All new support staff employees are subject to a probationary period. Sickness absence issues that arise during a support staff employee’s probationary period may be taken into account in determining whether or not the probationary period is completed satisfactorily and this procedure (save for the sickness absence reporting procedure) will not normally apply. See Probationary Policy (TPO/STA/32) for further information.

**10. Unauthorised Absence/False Information**

**10.1** Unauthorised absence will be dealt with under the Disciplinary Procedure and could result in disciplinary action which may include dismissal.

**10.2** The provision of any false information will be dealt with under our Disciplinary Procedure and could result in disciplinary action, which may include dismissal. See Disciplinary Procedure (TPO/STA/22) for further information.

**11. Attendance at Meetings**

**11.1** The employee must take all reasonable steps to attend meetings. If an employee does not attend a meeting, they will be advised that decisions could be made in their absence using the information that is available to the manager at the time. In extreme circumstances failure to attend any meetings may be treated as misconduct. Employees will not be entitled to attend informal meetings under this policy with a trade union representative or work place colleague. At all formal meetings employees may be accompanied by a Companion (a person chosen by the employee to accompany him/her, who shall be a trade union representative or workplace colleague). If the employee (and/or his/her companion) is unable to attend at the time specified, the employee should immediately inform his/her line manager who will seek to agree an alternative time. Meetings will not normally be postponed beyond 5 days. Depending on the circumstances, if an employee indicates that they are too unwell to attend a formal or informal meeting they will be given the option to:

- Meet in another venue or at their home; or
- Attend via telephone conference; or
- Send a companion to represent them, providing appropriate written consent (though this will not normally apply in the case of informal meetings or discussions); or
- Provide a written submission; or
- Request that the meeting takes place in their absence

**11.2** If an employee fails to communicate their wishes with regard to the above, the meeting may take place in their absence with the outcome communicated to them in writing. Meetings will not, in

normal circumstances, be postponed beyond 5 days unless there is medical evidence that the employee is not medically fit to take part by any of the means described in clause 10.1 and, even if this is the case, the employer reserves the right to proceed with any necessary steps required to manage the specific case including holding meetings notwithstanding, as appropriate.

**11.3** Any senior manager visiting an employee's home will be accompanied by another manager.

**11.4** A meeting may be adjourned if the employee's line manager is awaiting receipt of information, needs to gather any further information or give consideration to matters discussed at a previous meeting. The employee will be given a reasonable opportunity to consider any new information obtained before the meeting is reconvened.

## 12. Informal Procedure

### Return to Work Discussion

**12.1** The line manager will normally have a discussion with the employee on their return from a period of sickness absence. The purpose of this discussion is to determine the reason for the absence and, where appropriate, offer assistance and support. It is also an opportunity to identify any difficulties that the employee is experiencing in carrying out the duties of the post and gives the employee an opportunity to raise any concerns or questions and bring any matters to the manager's attention. The return to work discussion should be held in private as soon as possible after a period of sickness absence, though it need not be long. When a note of the matters discussed at the meeting is made to record any action points, the employee will be provided with a copy.

### Informal Sickness Absence Meetings

**12.2** Informal sickness absence meetings will be arranged with the employees if the employee has had:

- A total of **7** working days<sup>1</sup> absence with **1 term (13 weeks)**
- **10** working days within **3 terms (a full academic year)**
- **3** occasions of absence with **1 term** (i.e. 2 days off and then return to work, another 2 days off and then return to work, and then a further 2 days off and return to work): or
- **Unacceptable patterns of absence** (i.e. employee has every other Friday off)

**12.3** In preparation for the meeting the line manager may, when appropriate:

- 12.4**
- Consider the Academy's statistical data on levels and types of sickness absence for all staff to ensure consistency;
  - Confirm that an unsatisfactory level of attendance has been reached, depending on the circumstances, or that the record shows a pattern of absence or some other factual data which identifies the cause for concern;
  - Consider the job description and impact of the absences on all affected; the work of the Academy and on the work group.
  - Assess the employee's absence record and its impact;
  - Attempt to establish reasons for any on-going absence(s);
  - Offer any assistance to the employee (e.g. Occupational Health Services, Fit for Work service);
  - Consider what, if any, measures might improve the employee's health and/or attendance with a view to supporting the employee and improving the employee's attendance record.

**12.5** The purpose of the meeting is to agree a way forward, any action that will be taken and a timescale for review and/or a further meeting under the sickness absence procedure if this is required.

**12.6** The line manager will, in normal circumstances, use the Sickness Absence Meeting Proforma at Appendix A as the agenda for the meeting and will record salient points. The employee will be given a completed signed copy after the meeting

<sup>1</sup> Working day = full day of absence

- 12.7 There is no entitlement for the employee to be accompanied by a Companion at an informal sickness absence meeting. A note taker may be present but that will not normally be necessary.

#### Monitoring Period following Informal Sickness Absence Meeting

- 12.8 After conducting a sickness absence meeting, the line manager will review or monitor the employee's attendance for a further period, normally this will be for a period of not less than one month and no longer than three months. Further meetings may take place during the monitoring period if there are further instances of sickness absence.
- 12.9 The line manager will:
- Assess the employee's absence record and its impact;
  - Attempt to establish reasons for any on-going absence(s);
  - Offer any assistance to the employee (e.g. Occupational Health Services, Fit for Work service);
  - Consider what, if any, measures might improve the employee's health and/or attendance with a view to supporting the employee and improving the employee's attendance record.
- 12.10 During the monitoring period the Principal/line manager may require that any period of absence is covered by a medical certificate (Fit Note). If the employee has a fit note which states 'may be fit for work', the process 12.1 will also be followed. If the suggested support cannot be reasonably accommodated in order to facilitate the employee's return to work, a decision may be made to move to the formal part of the procedure.
- 12.11 Where the line manager is of the view that the employee's attendance has not improved to an acceptable level after the review period, the line manager should inform the employee that the issue will:
- Be referred to Stage 1 of the formal procedure. A letter requiring attendance at a Stage 1 meeting will be sent to the employee; or
  - If there are exceptional circumstances and it is appropriate to do so, extend the review period.
- 12.12 If the periods of sickness absence are recurring, discretion may be taken to refer the employee onto Stage 1 of the formal sickness absence management procedure.

### 13. Formal Procedure

#### Stages in the Process

- 13.1 There are two stages in the formal process. The type of case (i.e. short or long-term absence) will determine the need to move either through the stages (short-term absence), or, in some circumstances, directly to Stage 2 (long-term absence). The procedure can end at any point in the process if there is sustained improvement. If further unacceptable period of absence arise within 12 months of a Stage 1 meeting being held, the procedure may resume at Stage 2.

#### Preparation for Stage 1 Formal Meeting

- 13.2 An appropriate manager will arrange a formal Stage 1 meeting with the employee. They will provide him/her notice of the meeting usually 5 working days, in writing, of:
- the reason for the meeting, outlining the concerns about the employee's attendance;
  - the time, date, and location of the meeting;
  - who will be conducting the meeting and who else will be present;
  - copies of any documents to be referred to including any previous action plans;
  - the employee's right to be accompanied by a Companion and to refer to documents/other parties if he/she wishes; and
  - the requirement for the employee to provide at least 2 days prior to the meeting;
  - the name of his/her representative (if applicable); and
  - copies of any papers to be referred to and other parties to be called (if applicable)

**Stage 1 Meeting**

**13.3** At the Stage 1 meeting the appropriate manager will explain the purpose of the meeting. The following points are by way of guidance only:

- discuss the reasons, including any underlying causes for the employee's absence;
- explain how the employee's attendance has been assessed as unacceptable and the effect on teaching and learning, service delivery and colleagues;
- review the results of the informal procedure, including any measures taken to support the employee so far. Include any reasonable adjustments if appropriate, any work related issues and consider the content of any medical reports and advice received;
- discuss the likelihood of further absences, if absent on a number of occasions or how long the absence is likely to last, if absent on long-term sickness absence;
- seek agreement from the employee for a further referral to Occupational Health if this is required and/or appropriate in the circumstances;
- consider the employee's ability to return to/remain in his/her job in view both of his/her capabilities and the Academy needs and any adjustments that can reasonably be made, if appropriate, to his/her job to enable him/her to do so;
- consider possible redeployment opportunities and whether any adjustments can reasonably be made, if appropriate, to assist in redeploying the employee;
- where the employee is able to return from long-term sick leave, whether to his/her job or a redeployed job if possible and/or appropriate, agreeing a return to work programme;
- give the employee and/or any Companion the opportunity to explain any mitigating circumstances;
- if appropriate, inform the employee that they may wish to consult their pension scheme provider with regard to ill health benefits;
- discuss the way forward and determine an action plan that clearly identifies
  - the improvements necessary to achieve satisfactory levels of attendance;
  - the timescale for improvement;
  - how attendance will be measure/monitored;
  - any additional support/training to be provided; and
  - the review period, (normally one month and no more than three months);

**13.4** The appropriate manager will write to the employee, normally within 5 working days of the Formal Stage 1 Meeting, to:

- confirm the action plan in writing; and
- advise the employee that if he/she fails to achieve the improvements in the review period then, unless the circumstances otherwise require, a Stage 2 meeting will be arranged where dismissal will be considered;
- confirm the employee's right to ask that another Senior Manager or Governor(s) (as appropriate) review(s) the decision at an appeal meeting. Any appeal should be made in writing to the employee's line manager within 10 days of the date on which the decision was sent to the employee.

**Stage 1 Review Period**

**13.5** The appropriate manager will ensure that during the review period the employee's attendance is closely and objectively monitored. Normally, if practicably possible, weekly supervision meetings will be held between the employee and the appropriate manager to ensure:

- effective monitoring;
- appropriate support is given to the employee;
- positive feedback is given where possible; and
- if further periods of non-attendance are identified, the reasons are discussed.

- 13.6** Notes of the monitoring process will normally be kept by the appropriate manager and a copy provided to the employee. The notes may be referred to a Stage 2 of the procedure.

**Stage 1 Review Period Evaluation**

- 13.7** If, at the end of the review period, the employee's level of attendance has improved to acceptable standards, no further action will be taken under this procedure, unless an acceptable level of attendance is not sustained during the next 12 months.
- 13.8** The decision to take no further action will be confirmed by the appropriate manager in writing, normally within 5 working days of the end of the review period. This letter will also confirm that the improved attendance must be sustained consistently during the next 12 months and explain that if there are further unacceptable periods of absence the Sickness Absence Procedure may be invoked at Stage 2. A copy of this letter will be kept on the employee's personnel file for 12 months.
- 13.9** If, at the end of the review period, the employee's attendance has not improved to acceptable standards then:
- the issue will be referred to the Principal under Stage 2 of the procedure; or
  - in exceptional circumstances, if appropriate, the review period will be extended
- 13.10** Where the employee is in a Pension Scheme it may be appropriate to explore eligibility for an ill health pension aware prior to convening a Stage 2 Meeting

**Preparation for a Stage 2 Meeting**

- 13.11** The appropriate manager will arrange a formal meeting with the employee giving him/her 10 working days' notice, in writing, of:
- the reason for the meeting, outlining the outstanding concerns about the employee's level of attendance due to ill-health;
  - the time, date and location of the meeting;
  - who will be conducting the meeting and who else will be present;
  - any documents to be referred to, which may include, as appropriate, previous action plans, notes of the monitoring process, copies of reports received from Occupational Health and from the Fit for Work service;
  - the employee's right to be accompanied by a companion as above, to call other parties and to refer to any documents he/she wishes, copies of which should be sent to the appropriate manager at least 2 days in advance of the meeting; and
  - the possible consequences of the meeting, i.e. that it may result in the employee's dismissal, if appropriate.

**Stage 2 Meeting**

- 13.12** At the meeting the Principal may (with advice from a HR Adviser where necessary) and by way of guidance only:
- explain the purpose of the Stage 2 meeting
  - ask the appropriate manager to outline:
    - the ways in which the employee has been assessed as not meeting the expected levels of attendance due to ill-health;
    - the process so far under the [sickness absence] procedure;
    - any opportunities for return or redeployment that have been identified and where identified, the outcome of discussions with the employee
  - review as appropriate
    - levels of attendance expected;
    - notes of the formal Sickness Absence meetings, records of home visits or other meetings plus any other information relating to the informal action taken;



- the previous monitoring of attendance and steps taken under any appropriate action plans;
  - medical advice received from Occupation Health, doctor of Fit for Work; and
  - measures taken by management to support the employee, e.g. reasonable adjustments if applicable
- discuss with the employee and his/her companion where the employee has been assessed as achieving the required improvements in attendance;
  - review the effect of the unsatisfactory level of attendance on teaching and learning, service delivery and work colleagues;
  - explore, as appropriate, the potential for the employee to achieve a sustained improvement in attendance;
  - give the employee and/or his/her companion opportunity to answer the points made and to give an explanation or put forward any mitigating circumstances.

**13.13** In circumstances where the Principal has assumed the role of the appropriate manager at an earlier stage or does not have delegated power of dismissal, a Governor/Committee of Governors will assume the role of the Principal as set out above.

### Stage 2 Decision

**13.14** Following the discussion the Principal will adjourn the meeting to consider the options available including, without limit and for guidance only:

- to take no further action under the procedure;
- to set a further/final review period to allow for additional monitoring and/or additional management support. A further Formal Stage 2 meeting may be held at the end of this review period. If attendance is not satisfactory by that time, then the employee may be dismissed;
- to dismiss the employee for lack of capability due to ill-health, ensuring that alternative work options have already been explored or will be explored during the employee's notice period, that there is no prospect of their return within a reasonable timeframe, or that they will be able to achieve or sustain their attendance.

### Dismissal

**13.15** If the decision at the Stage 2 (or a deferred Stage 2 meeting if applicable) is to dismiss the employee, the Principal will inform the employee and his/her Companion, that the employee is dismissed, with the required contractual or statutory notice.

**13.16** The Principal will confirm in writing, to the employee within 5 working days, or as soon as reasonably practicable thereafter:

- that he/she has been dismissed;
- the grounds for dismissal and the reasons;
- the required contractual or statutory notice due (or payment in lieu of notice where applicable) and the date the dismissal will be effective;
- the employee's right of appeal against the dismissal to an Appeal Committee of the Governing Body

**13.17** Termination will normally be with full notice or payment in lieu of notice. In some cases, it may not be appropriate for the employee to work during his/her notice period. Further, the contract may provide that the employee remains at home on 'garden leave' or this may be agreed between the parties. A Fit Note must be provided that covers the employee's notice period.

### Appeals

**13.18** An employee has the right to appeal against a dismissal decision. Any appeal must be submitted within 10 days of receipt of the letter confirming the dismissal, and must clearly state the grounds for appeal. The process for the appeal process is outlined in the Disciplinary Procedure (TPO/STA/22). The purpose

of an appeal hearing is to review the decision made to dismiss the employee and to decide if this decision was reasonable in all circumstances. The appeal hearing will be held as soon as practicable, and the employee will have the right to representation at the hearing by a Companion.

**13.19** The Appeal Committee (comprised of a panel of BWT governors and/or senior management who have not already been involved in the case) has the authority to:

- uphold the appeal (i.e. to reinstate the employee); and/or
- issue a lesser level of management action, e.g. to:
  - drop the formal process;
  - refer to a lower stage in the formal process; and/or
  - reduce standards of attendance or targets set in the action plan; or
- dismiss the appeal, i.e. the decision to dismiss remains in force.

**13.20** 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. The decision of the Appeal Committee is final. The employee has no further right of appeal.

## 14. Policy Review

**14.1** This policy will be monitored as part of the Trust's annual internal review and reviewed on a three year cycle or as required by legislature changes. An equality impact assessment of this policy will be undertaken to ensure that no groups or individuals with protected characteristics are unintentionally disadvantaged by the policy.

**APPENDIX A – Sickness Absence Meeting Record**

This is the management record of a meeting held under paragraph 11 of the Sickness Absence Policy and Procedure. It is strictly confidential. It will be held on the employee’s personnel file until such time as the employee’s attendance is wholly satisfactory and for 12 months thereafter. The record may be accessed and referred by those with authority to manage the informal and formal stages of the Sickness Absence Policy and Procedure. A Sickness Absence meeting is not part of the formal procedure and there is no entitlement for the employee to be accompanied or represented. The meeting will be held in private.

<b>Employee:</b>	<b>Date of Meeting:</b>
<b>Length of Service:</b>	
<b>Interviewing Manager:</b>	
<b>Details of Sickness Absence</b>	
<b>Period of Absence:</b>	<b>Number of days Absent:</b>
<b>Reason(s) for Absence:</b>	
<p>Is absence related to a known or possible disability under the Equality Act? Has there been consideration of whether the ‘trigger point’ relating to days’ absence should be extended, or if the sickness absence policy should otherwise be modified?                  No Yes if yes- details of medical evidence must be attached.</p>	
<b>Details of Meeting</b>	
<b>Key Points discussed</b>	
<i>Welcome and update, if necessary, on work events and changes</i>	
<b>Reason for absence – underlying medical condition?</b>	
<b>The value of your contribution? The impact of absence on teaching and learning, service delivery and colleagues. How your work has been covered in your absence?</b>	
<p><b>Are you fully recovered and able to resume full duties?</b> Yes No                  If your view is “no” then action plan must consider:                  -Referral to Occupational Health (OH)                  -Temporary adjustments which can reasonably be accommodated?</p>	

**Action Plan**

The objective is that attendance will be satisfactory to the employer. Is there anything we can do to improve your attendance, e.g. OH referral, counselling, a review of risk assessment, temporary or permanent reasonable adjustments to the workplace, working practices or working hours or training?

Is your absence in any way related to work?

Are you doing all you can to improve your attendance?

e.g. Act on medical advice, lifestyle choices, attention to work life balance, non-medical support e.g. counselling.

**Fit note required for any period of absence during the monitoring period?**

(see paras 3.1 and 12.3)

Yes    No

**Review**

Attendance will be reviewed in

1 month	2 months	3 months	Date of review:
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Please note that further absence during this period may, depending on the circumstances, mean that the review is held under Stage 1 of the formal procedure if appropriate.

Copy of Sickness Absence Policy and Procedure has been provided and process explained.

Yes

Signature of Manager:		Date:	
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Signature of Employee:		Date:	
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## APPENDIX B – Model letter to Stage 1

### [MODEL LETTER FOR A STAGE 1 ABSENCE MEETING] [ON HEADED NOTEPAPER]

[DATE]

Strictly Private and Confidential

Dear [EMPLOYEE'S NAME]

RE: Sickness Procedure – Stage 1 Absence Meeting

I refer to your recent period of sickness absence [and the Attendance Review meeting(s) on [DATES(S)]] conducted by [NAME]. Your [further] sickness absence [during the informal monitoring period means that the matter] will now be considered at a formal meeting under Stage 1 of the Sickness Procedure.

I would like to stress that this is neither a disciplinary matter nor an attempt to determine whether your absence is legitimate. The main purpose of this meeting is to discuss options to improve your future attendance positively and constructively and will cover the following:

- the standard of attendance expected of you;
- explain how your attendance has been assessed as falling below these standards and the effect of this on (teaching and learning)(service delivery) (colleagues);
- review the results of the informal procedure, including any measures taken to support you so far and any work related issues;
- give you and/or your representative the opportunity to explain any mitigating circumstances;
- try to establish the reasons, including any underlying causes, for poor attendance, and seek agreement from you for a (further) referral to Occupational Health if this is required;
- confirm, where appropriate, that the poor attendance is due to an ill-health issue;
- discuss the way forward and agree an action plan that clearly identifies:
- the improvements necessary to achieve the expected standards;
- the timescale for improvement;
- how attendance will be measured/monitored;
- additional support/training to be provided;
- temporary or permanent work adjustments;
- the review period, (normally one month and no more than three months).

Arrangements have been made for a Stage 1 Meeting to take place under the Academy's Sickness Procedure, as follows:

Date

Time

Location

The meeting will be chaired by me and I will be accompanied by [NAME], HR Adviser, from EPM, the Academy's HR provider.

You are entitled to be accompanied by a representative of a recognised trade union or a work colleague at the meeting if you so wish and, it is your responsibility to make the necessary arrangements. Please confirm if you will be accompanied by a representative of a recognised trade union or work colleague at the meeting and, provide the name and position of your chosen companion, by [INSERT ARRANGEMENTS e.g. by telephoning .....by DATE]. Please

also provide any documents you wish to refer to, the names of any parties you wish to call and the reasons for calling them by this date.

I would be grateful if you would confirm that you are able to attend and any special arrangements you may require (such as a ground floor meeting room) to facilitate your attendance. If, for any reason, you or your representative are unable to attend the meeting, please let me know as soon as possible so that an alternative date may be considered. In the event that you are unable to attend without good reason then I will review the position in your absence [but your representative may attend on your behalf if you wish].

For your information, I enclose a copy of the Sickness Procedure, your sickness record and your Attendance Review Meeting records [and the report that I have received from Occupational Health following your recent visit, dated DATE], which I may refer to at the meeting.

If you are of the view that you are too ill to attend the meeting at school then you have the option to:

- Meet in a neutral venue or at your home; or
- Attend via telephone conference; or
- Send a trade union representative or work colleague to represent you with your written consent; or
- Provide a written submission; or
- Request that the meeting takes place in your absence.

If you do not confirm your attendance or tell me what your wishes are with regard to the above, then the meeting may take place in your absence with the outcome communicated to you in writing.

If you have any queries regarding this letter, please do not hesitate to contact me on [DETAILS].

Yours sincerely

**APPENDIX C – Outcome of Stage 1 Sickness Absence Review Meeting****[MODEL LETTER CONFIRMING OUTCOME OF STAGE 1 SICKNESS ABSENCE REVIEW MEETING]  
[ON HEADED NOTEPAPER]**

[DATE]

Strictly Private and Confidential

Dear [EMPLOYEE'S NAME]

RE: Sickness Procedure – Outcome of Stage 1 Sickness Absence Review Meeting

Thank you for attending the Stage 1 Sickness Absence Review Meeting held on [DATE] under the Academy's Sickness Procedure. Accompanying me was [NAME], an HR Adviser from EPM, the Academy's HR provider. You were accompanied by [NAME & POSITION OR You were aware of your right to be accompanied at the meeting but confirmed you were happy to proceed without a companion].

I am writing to confirm the outcome of the meeting and the points discussed:

(Insert the points discussed under each heading below)

- the standard of attendance expected of you;
- how your attendance has been assessed as falling below these standards and the effect of this on (teaching and learning)(service delivery) (colleagues);
- the results of the informal procedure, including any measures taken to support you so far and any work related issues;
- what you and/or your representative said were mitigating circumstances and my view on this;
- the reasons, including any underlying causes, for poor attendance , decision on referral to Occupational Health if this is required;
- confirmation, where appropriate, that the poor attendance is due to an ill-health issue;
- the way forward and the action plan:
  - the improvements necessary to achieve the expected standards;
  - the timescale for improvement;
  - how attendance will be measured/monitored;
  - additional support/training to be provided;
  - temporary or permanent work adjustments
  - the review period, (normally one month and no more than three months);

[Insert next steps for short or long term absence e.g.]

I informed you that if your attendance is not satisfactory by the end of the review period then the next step would be to arrange a Stage 2. At this meeting the [Principal/Panel of Governors], advised by a representative from the Local Authority, would be asked to consider your continued employment and would have the option to terminate your employment on the grounds of your lack of capability through ill health.]

OR

[I do hope that you will be able to achieve a satisfactory level of attendance and, should you do so then the process will not be escalated. However this letter will be kept on your personnel file for 12 months. If your attendance is sustained during that period, then it will be removed and securely destroyed and any further concerns will be dealt with informally. If it is not sustained then Stage 2 of the procedure will be invoked unless there are exceptional circumstances.]

You may have this decision reviewed at an appeal meeting by the appeal panel of governors [another Senior Manager or Governor]. If you wish to do so then you should write to me within 5 days of receipt of this letter explaining the reasons why.

If you have any queries regarding this letter, please do not hesitate to contact me on [DETAILS].

Yours sincerely



Self-Certification Form

**Confidential – Sickness Absence Self Certification & Return to Work Form**

- After every period of sickness absence you must complete a ‘Self Certification and Return to Work’ form so that:
- We can make sure your sick pay entitlements are calculated correctly
  - You and your manager can agree your fitness to return to work
  - We can investigate, record and in appropriate cases report any absences due to injury or ill health at work

Please ensure that you complete all parts of this form and give it to your line manager or supervisor for verification

<b>All employees:</b>			
First Name (please print):	<input type="text"/>	Surname (please print):	<input type="text"/>
School:	<input type="text"/>	Team Name	<input type="text"/>
Payroll no:	<input type="text"/>	NI no:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Job Title:	<input type="text"/>		
Date of first day of sickness: (include any non-working days)	<input type="text"/>	Date of last day of sickness: (include any non-working days)	<input type="text"/>

**Reason for Absence:**

All employees: From the list below, please tick the box next to the ONE category that best fits your reason for absence. If you consider that more than one category applies, please tick the box for the main condition and fill in the ‘Other’ box below.

You **must** complete the section below even if a doctor’s certificate has already been supplied

<input type="checkbox"/>	01	<b>Musculo-skeletal: Back &amp; Neck</b> Includes sprains, strain, whiplash, slipped disc, trapped nerve	<input type="checkbox"/>	07	<b>Neurological; headaches &amp; migraines</b> Includes epilepsy, fainting, concussion, blackouts, dizzy spells
<input type="checkbox"/>	02	<b>Other musculo-skeletal problems</b> Includes legs, feet, arms, hands, broken bones, and joint problems, arthritis	<input type="checkbox"/>	08	<b>Stress, depression, anxiety, mental health &amp; fatigue</b> Includes mental illnesses, nervous debility/disorder, insomnia, exhaustion
<input type="checkbox"/>	03	<b>Eye, ear, nose &amp; mouth/dental; sinusitis</b> Includes eye/ear/dental pain, conjunctivitis, loss of hearing/vision	<input type="checkbox"/>	09	<b>Genito-urinary; menstrual problems</b> Includes urinary infection, period pain, gynaecological/genital conditions
<input type="checkbox"/>	04	<b>Chest, respiratory</b> Includes asthma, bronchitis hay fever, chest infections	<input type="checkbox"/>	10	<b>Pregnancy related</b> (Excluding Maternity Leave)
<input type="checkbox"/>	05	<b>Heart, blood pressure, circulation</b> Includes high cholesterol/blood pressure	<input type="checkbox"/>	11	<b>Stomach, liver, kidney, digestion</b> Includes diarrhoea, food poisoning, vomiting, other gastro-intestinal illnesses, constipation, IBS, Crohns
<input type="checkbox"/>	06	<b>Infections</b>	<input type="checkbox"/>	12	<b>Other</b>

		All viruses & viral infections, includes flu, cold, cough, throat infections, sore throats			Please detail below (only use where other categories cannot be applied)	
Do you consider that your work has in any way contributed to your illness? (*If 'Yes', please complete the 'Other' box below)					Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

**Other (Section 12)** (please state absence reason only if this is not detailed above. Absences should be recorded using the above reasons whenever possible. This box should be used to state the secondary reason for absence again using the standard categories where possible).

**Further details of illness (Section 01-11)** (please state any further information regarding the illness, as indicated in the above section)

**Accidents/Work Related Illness**

**All Employees**

Have you completed an incident report form (the school's template form) confirming that your absence has been due to work related injury or ill health (excluding stress, for which this certificate is sufficient) Please tick if 'Yes'

Have you been absent due to an accident not connect with work, e.g. sport, gardening? Please tick if 'Yes'

**All Managers remember** - If the employee has been injured or suffered ill health, in connection with work, you must complete an incident report form. This should not be completed for stress that is alleged to be work-related, this certificate will suffice as a record

**Prescribed conditions**

Are you suffering from and declaring a prescribed condition defined by either:

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR); or
- The Social Security Acts for the purposes of awarding Statutory Benefits under the Industrial Injuries Scheme (IIS)?

If the answer is 'Yes' enter the prescribed condition reference number here:

Please attach your GP's medical certificate that confirms the diagnosis. Your GP will be able to identify the relevant reference number that defines the condition and diagnosis, which is why you must provide your GP's medical certificate. This will enable the school to comply with its statutory duty to notify RIDDOR prescribed diseases to the Health and Safety Executive and assist in ensuring that you receive the appropriate benefit entitlements.

In either case, the school will seek your informed consent for your to be referred to the schools' Occupational Health Service for a health assessment.

## Signatures

**Employees:** I can confirm that this is a true and accurate statement

Signature		Date	
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**Line Manager/Supervisor:** Please ensure that the reason for absence has been ticked overleaf

I can confirm that I have spoken to this employee on his/her return to work and the return to work procedure has been completed	<input type="checkbox"/>
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I can confirm that an incident report form has been completed because the absence arises from work related injury or ill health (excluding stress) and that this has been submitted to the Headteacher	<input type="checkbox"/>
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Name: (please print)	
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Signature:	
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Date:	
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