



MAYHILL JUNIOR SCHOOL

MANAGING SICK ABSENCE POLICY

Purpose

This School expects excellent levels of attendance at work and is committed to supporting the wellbeing of everyone. The School acknowledges that there may be circumstances when an employee is unable to attend work. If this happens, the employee will be treated fairly and sensitively. The policy sets out how the School will manage sickness absence. Further guidance is available in the How to Guide and this must also be referred to. Please note that the section numbering in the Managing Sickness Absence policy and the How to Guide – Managing Sickness Absence are not aligned.

Scope

This policy applies to:

- Teachers including Leadership, Upper Pay Range, Main Pay Range and Unqualified Teachers
- Support Staff.

This policy does not apply to:

- Volunteers
- Contractors
- Agency workers.

This policy is non contractual and does not form part of any employee's terms and conditions. Employees that have been subject to a TUPE into the School may be excluded from this policy where they have transferred under a contractual policy. In such cases, the employee should refer to their own contractual policies and procedures. Employees with less than two years service may be subject to a shortened procedure. Employees are actively encouraged to contact their professional association/ trade union representative at the earliest opportunity to obtain advice and support at any point during this procedure. The School expects all parties to maintain confidentiality throughout the application of the policy.

Short Term Sick Absence

Definition

Short term sickness absence – is a period or periods of sickness absence that are not continuous and are normally short term in duration. The absences may be for related or unrelated reasons. The impact of the absence is that an employee is unable to attend work regularly and consistently.

Policy Stages and Principles

The possible stages are:

- informal stage
- formal stage one
- formal stage two
- formal stage three - may result in dismissal
- appeal after each formal stage.

There is a shortened procedure for employees with less than two years service as detailed in Appendix One. As a general principle the manager will seek to use the informal stage prior to progressing to the formal stages. In exceptional circumstances, it may be appropriate to start at the formal stage without using the informal stage. The manager must seek advice from Education Personnel Services in such cases. The employee must be given a reasonable period of time to achieve the required improvement before moving to the next stage of the policy.

Trigger Points

A trigger point is a measure set by the School to monitor absence levels, the types of absence and absence trends. The School will set trigger points. The School will set trigger points. A short term absence trigger point in Hampshire County Council is considered as follows:

- 6 working day* over two or more occasions in the past 12 months**
- 9 working days* or 4 occasions (totalling 6 or more working days) in the past 12 months
- whenever the level, frequency or pattern of absence causes a concern due to operational impact.

** pro-rata for employees who work part time or in their first two years of service.*

*** the previous 12 month period is calculated from the first day of the current absence.*

A long term absence trigger is considered as follows:

- 28 calendar days or more on one occasion.

The School may choose to apply an alternative trigger point. A Governing Body may wish to operate on different trigger points to those suggested above. In such cases, there will be a requirement to discuss and consult with staff and their representatives to seek their input prior to a governing body determination on trigger points.

The School can exclude an absence for the purposes of the absence triggers and any action being taken under this policy at that time. This is a management decision. Each case will be treated separately and no precedents will be set.

Return to Work Interview

The manager must contact the employee and complete a return to work interview following each occasion of sickness absence.

Informal stage for short term sickness absence

Reference must be made to the How to Guide - Managing Sickness Absence for the full procedural information.

Informal Stage

The manager should speak to the employee by having an informal discussion known as a managerial support discussion. Depending on the circumstances, this could become a series of informal discussions

Right of Representation

The employee is not usually accompanied at any discussions within the informal stage of the policy. There may be circumstances when the employee asks to be accompanied and consideration should be given to any requests. This should be accommodated where it does not cause a delay to the process.

Outcome of the informal stage

Reviewed:

Due for review: