

**Sickness and Absence Management Policy**

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| **POLICY:**  Sickness and Absence Management Policy | REF: TBC | VERSION: 1 |
| APPROVAL BODY:  Policy Committee | DATE:  30.11.2023 | REVIEW DATE:  30.11.2024 |
| LEAD PERSON: HR & Payroll Director | |  |
| VERSION | REVIEWER/APPROVAL | REVIEW NOTES |
| 2. 30.11.2023 | HR/Policy Committee | Reformat of existing policy – with no substantive change to provision. |

**Policy**

Our mission at Activate Learning Education Trust is “transform lives through learning’ by igniting confidence, expanding opportunities, energising the community, and generating prosperity. Through [our Learning Philosophy](http://www.alet.org.uk/about-us/our-learning-philosophy/) and core values of empowerment, enterprise, connectedness and transformation, we will provide our students and staff with a safe and supportive environment in which to thrive

O[ur Learning Philosophy](http://www.alet.org.uk/about-us/our-learning-philosophy/) is rooted in the dynamics between the brain, motivation and our emotions.

**Policy Statement**

This policy sets out expectations regarding sickness and absence management.

This ALET policy has been drawn up following consultation with Trustees and the Joint Consultative Committee.

Further advice and support on the application of the policy is available from your local HR.

This policy applies to all employees working across the Activate Learning Education Trust including all school staff, Business Support and Teachers

The application of the procedure may be modified for the following staff, where concerns about sickness absence may be handled under other relevant procedures:

* ECTs within their statutory induction period
* Support and Teaching staff within their probationary period

This policy applies to absence due to an employee’s personal sickness or injury.

It does not apply to absences connected to the illness or injury of relatives or hospital, dentist or GP appointments, medical screening, or treatment for IVF. For details on how to apply for these types of absence please see the Planned, Emergency and Special Leave Scheme.

This policy is linked to: **Disciplinary Policy**

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5. **Purpose**

The Trust aims to have a healthy workforce with excellent levels of attendance. This is vital to the success of our students and wider business objectives. We will record and monitor sickness absence and take action to tackle high levels of persistent absence.

The Trust will encourage and support employees in maintaining and improving good attendance levels.

The Trust takes its responsibilities as an employer seriously and will take all reasonable steps to ensure that the working environment, work demands, and management processes are not detrimental to its employees’ health and wellbeing.

The Trust acknowledges that ill health or injury can affect anyone and undertakes to treat those who are unable to work due to ill health fairly, confidentially, and sensitively.

The Trust will work with employees upon Occupational Health advice to make reasonable adjustments in accordance with the Equality Act to enable employees with disabilities to maintain good attendance levels.

The Trust expects all employees to take their mental and physical health seriously and take personal responsibility for following healthy working practices and lifestyle choices so that they remain healthy and can attend work regularly.

Before any action is taken under this policy, the facts and circumstances of each case will be carefully considered, including any medical advice received and the

degree to which the absence is causing operational difficulties for the school/ business.

Where all efforts to support improved attendance and/or the recovery and return to work of an employee within a reasonable timescale have failed, and where the procedures set out in the policy have been followed, continued poor attendance is likely to result in dismissal.

1. **Roles and responsibilities**

Senior Leaders or Line Managers are responsible for implementing this policy and the procedure fairly and consistently, maintaining appropriate confidentiality, and for ensuring that systems are in place for securely retaining sickness documentation within the local settings.

This policy, procedure and guidance refers to sickness absence being reported to and managed by the employee’s ‘line manager’. This may be the Executive Principal, Head of School, a head of department or other senior employee depending on the management structure in each setting.

Central HR will normally manage absences of the Head of School/Executive Principals.

**2.1** Line managers are responsible for:

* Day to day management of sickness absence within their teams in line with this policy, procedure, and guidance.
* Making sure all employees reporting to them are aware of this policy, procedure, and guidance.
* Ensuring that sickness absence is accurately recorded.
* Conducting return to work interviews with employees after each period of sickness absence. Line Managers should request support from HR if necessary.
* Handling absence problems promptly and sensitively.
* Completing a risk assessment with the employee and ensuring that all relevant information is shared with team members and first aiders where necessary.
* Conducting informal and formal meetings with employees with absence problems.
* Liaise with HR locally to consider Occupational Health Referrals.
* Maintaining appropriate contact with employees who are absent from work.
* Retaining documentation within the school for the period specified in this procedure.

**2.2** Employees are responsible for:

* Familiarising themselves with and adhering to this policy and procedure
* Attending work regularly in accordance with their contract of employment
* Following the procedure for reporting absence due to personal sickness or injury and complying with the procedure for managing sickness absence.
* Attending meetings with their line manager and Occupational Health to discuss their absence as required.
* Telling their line manager if their health is being negatively affected by any work-related factors or if they have concerns about returning to work after a period of sickness absence.
* Telling their line manager if they are taking prescribed or non-prescribed medication that may affect their ability to do their job or their safety.
* Telling their line manager of any concerns where health impacts on performance

1. **Reporting absence due to personal sickness or injury**

Employees should follow this procedure for **all** periods of absence due to personal sickness or injury. Failure to do may result in action being taken under the school’s disciplinary procedure.

An employee who is unable to work must contact the school and their line manager by 07:00 if they are due to report to work that day. For Teaching staff, it is essential this information reaches the Cover Manager with cover work if necessary or required.

The employee should leave a contact number so that their line manager can call them back if necessary. It is the employee's responsibility to ensure the school/setting have the correct contact details recorded and that they have the correct details to report an absence. See Appendix 2.

The employee should normally contact the school and their line manager (for non-school based staff please contact your line manager) for each day of absence unless they have a signed ‘statement for fitness to work’ from their GP or a Hospital certificate that has been forwarded to the school. Where it is not possible to contact the school themselves, the employee should arrange for someone to do this on their behalf if absolutely not capable to do this themselves.

The employee should explain the reason for their absence and an estimate of how long they are likely to be absent from work.

Where the employee fails, without prior agreement to report their absence in line with this procedure or local arrangements, the line manager should contact the employee.

**3.1** The line manager must hold a return-to-work interview for all sickness absences with the employee to check that the employee is fit to return to work and complete the return-to-work form.

All absences of more than seven calendar days (including weekends and days not normally worked by the employee) must also be covered by a ‘statement of fitness to work’ from the employees GP or a Hospital certificate (where the employee has been an in-patient). The employee must obtain these statements/certificates and forward.

them to their line manager. The school will make a copy of each statement/ certificate received.

The statement/certificate should state the period that it covers. If the employee remains unwell, they should obtain further statements/certificates to cover the duration of the absence.

The employee does not need a certificate from a doctor to say that they are fit to return to work at the end of a period of absence. However, if the line manager has concerns about an employee’s fitness to return to work, they should follow **section 11** below. This is especially important where the fitness of the employee is safety critical (e.g., Where they operate potentially hazardous equipment, drives, or climbs ladders at work), where the employee is responsible for the health and safety of children, or where the employee works alone.

The employee should inform their line manager of any concerns about returning to work, for example where the employee is taking medication that they feel may affect their work or feels they may have difficulty completing some aspects of their work. Where possible the employee should raise these concerns before returning to work.

If a member of support staff on a 52 weeks per annum contract is sick whilst on annual leave (excluding public holidays) they will be considered to be on sick leave from the date of a ‘statement of fitness for work’ or hospital certificate or self-certification. Annual leave will be re-credited from the date the statement was signed. The employee must inform their line manager that they are unwell and on sick leave, as soon as possible.

If an employee becomes unwell during the working day and needs to leave before their normal finish time, they should inform their line manager and Cover Manager in school settings. The employee should be recorded as being absent from work from the time that they leave work.

The line manager will ensure that all periods of sickness absence are accurately recorded in line with the school’s administrative arrangements and are notified promptly to the school’s payroll provider. For Central team staff sickness should be recorded on the online absence request portal (Timetastic).

Where sickness absence is due to a disability as defined by the Equality Act 2010, directly attributed to an accident at work, or due to pregnancy the line manager should seek advice from the school’s HR Manager about how this should be managed. Please ensure all accidents and or injuries sustained at work are reported and recorded in the Accident book.

If employees have any queries about how to report sickness absence, they should raise them with their line manager.

1. **Entitlement to sick pay**

For details of employees’ entitlement to sick pay see **Appendix 1** for details.

1. **Return to work interview**

After each period of sickness absence, a return-to-work meeting must take place with the line manager. This will normally be held on the day that the employee returns to work. The purpose of this meeting is to support the employee’s return to work and confirm the employee’s reason for, and duration of, absence. The line manager and employee should discuss:

* The employee’s reason for and duration of absence.
* The employees current state of health to check that they are fit to return to work.
* Whether the employee is taking any medication that may affect their ability to work or affect safety
* Any advice on the final ‘statement of fitness for work’ statement from the GP
* Any reasonable adjustments or assistance needed to enable the employee to return successfully and safely to work.
* Any problems that the employee may have outside of work that may be affecting their health or attendance.
* Where appropriate, any concerns that the manager may have about the employee’s level of attendance or pattern of absence that appear to be emerging.
* Any work issues that have occurred during the employee’s absence that they need to be aware of.
* Any other concerns that the manager or employee may have.

The line manager will ensure that the entire duration of absence is covered in the discussion and that where required ‘statements of fitness for work’ or hospital certificates have been received.

The line manager will record key points on the return-to-work form, and this should be stored securely with the staff file for a period of three years.

**5.1** Where the line manager is concerned that the employee may not be fit to return to work, they should discuss this with the employee and complete a risk assessment. The manager may ask the schools HR Manager to refer the employee for an Occupational Health assessment. Alternatively, the employee may be asked to obtain a private certificate from their GP. The school should pay for the certificate. The employee will remain on sick leave whilst such medical advice is sought.

If it is believed that occupational stress was, or contributed to, the reason for sickness absence, the manager should use a stress questionnaire, available from HR, to guide the discussion with the employee and seek further guidance. The manager and employee should agree actions as necessary arising from this discussion.

The completed stress questionnaire and any Occupational Health reports along with any other sickness documentation should be filed with the employee file for a period of three years after the end of the tax year to which it relates.

1. **Procedure for managing sickness absence under the Disciplinary policy**
   1. **Overview**

The procedure for managing concerns about an employee’s attendance consists of the following stages:

* Inform HR
* Informal meeting(s)
* First formal stage
* Second formal stage
* Dismissal hearing

During any of the above meetings it may be appropriate to adjourn a meeting pending the gathering of further information or action or to hold more than one meeting at any stage.

An employee has the right to appeal against a warning issued at the first formal meeting and or the decision to dismiss.

Concern about an employee’s attendance may be triggered by one or more of the following:

* Three or more sickness/injury absences in a rolling three-month period (excluding school holidays)
* Unacceptable patterns of absence; for example, a pattern of calling sick the day before or after a weekend or bank holiday, or before or after a period of school closure or annual leave.
* A period of long-term absence of more than 28 calendar days (long term sickness absence) where the return-to-work date has not been specified or is of concern to the line manager.

Where reasonable concerns about an employee’s attendance occur that do not fit into one of the above triggers, the line manager may still act under the procedure.

The employee may be referred to an occupational health adviser and/or asked to obtain advice or further information from their GP, specialist, or consultant at any stage of the procedure. Further information about seeking medical advice can be found in the section **Section 11**below.

The employee will normally be given 5 working days written notice of formal meetings and hearings and will have the right to be accompanied by a trade union representative or work colleague. This timescale can be altered by mutual consent.

The employee will be informed in writing of the outcome of all formal meetings and hearings under the procedure, normally within 5 working days of a decision being made.

Guidance on arranging and holding formal meetings and dismissal hearings under this procedure can be shared with you by HR.

**6.2 Making reasonable adjustments and redeployment**

Managers must comply with the requirements of the Equality Act 2010. This includes making reasonable adjustments to enable disabled and anyone else covered by this act employees to improve their attendance levels and/or successfully return to work.

Managers may also consider making reasonable adjustments on a temporary or permanent basis for employees who are not disabled.

Where an employee is unable to return to their role following long term sickness absence but could return to another role, or where the Executive Principal or Head of School believes that an employee could achieve an acceptable level of attendance in another role, redeployment opportunities will be sought.

Reasonable adjustments and/or redeployment may be considered at any stage of the procedure as appropriate to the individual case.

**6.3 Informal meeting**

An informal meeting between the line manager and the employee will normally be held where one of the trigger points has been reached.

The meeting will discuss the reasons for absence, the prognosis (if known) and reasonable ways of supporting the employee in reducing their sickness absence and/or making a successful return to work and, where appropriate, set targets for improved attendance.

If an informal meeting is not held when a trigger point is first reached it does not preclude the manager convening one later if they have concerns about the continued level of sickness absence. If necessary, more than one meeting may be held at this stage.

**6.4 First formal stage**

**In cases of frequent short-term absence or unacceptable patterns of absence** a first formal meeting will be arranged where an informal approach has not improved attendance to a satisfactory level.

The meeting will review the reasons for and details of the absence, any medical information and advice available and whether there is any support that could help the employee achieve an acceptable level of attendance. It may be necessary to adjourn the meeting to obtain further information or advice. Targets for expected attendance and any requirements for reporting or certificating absence will be set.

Unless the line manager considers it appropriate to continue with informal handling, a warning will be issued that the employee’s continued employment will be at risk if they do not meet the level of attendance expected/targets for attendance within a specified timescale and maintain an acceptable level of attendance. The warning will be confirmed in writing, normally within 5 working days of the decision, and will be effective for one year.

Where an employee has a higher than acceptable level of absence before the end of the specified timescale a meeting under the second formal stage may be held before the end of the timescale.

**In cases of long-term sickness absence,** a first formal meeting will normally be arranged where the employee does not return to work within a reasonable period, or where medical advice indicates that they will be permanently unfit to return to work in their role or is permanently unable to do work of any kind.

The meeting will review the reasons for and details of the employee’s absence, any medical information and advice available and whether there is any support that could help the employee make a successful return to work.

Where appropriate a warning will be issued that the employee’s continued employment will be at risk if they do not make a successful return to work within a specified period.

**In all cases** the line manager will meet informally with the employee at the end of the period specified in the warning to review and whether there are still concerns about the employee’s attendance and/or return to work. Where concerns remain, a meeting will be arranged at the second formal stage.

**6.5 Second formal stage**

**In cases of short-term absence** or unacceptable patterns of absence a second formal stage meeting will be held where attendance has not improved to a satisfactory standard within the timescale specified at the first formal stage meeting, or where it becomes a cause for concern again whilst the warning is still effective (i.e. one year from the issue of the warning).

**In cases of long-term sickness absence,** a second formal stage meeting will be held where the employee does not make a successful return to work within the timescale set out at the first formal warning.

Where medical advice states that the employee will not be able to work again in any capacity, and there are no reasonable adjustments that would enable them to do so, the employee may request in writing that the second formal stage is omitted and that a dismissal hearing be convened.

**In all cases** the meeting will review the case so far and look at whether there are any further options for reasonably supporting the employee in reaching an acceptable level of attendance or making a successful return to work.

At the second formal stage meeting, having considered the facts of the case and the employee’s views, the manager may decide it is appropriate to convene a dismissal hearing, or may decide upon alternative action. Any alternative action will depend upon the circumstances of the case.

**6.6 Dismissal Hearing**

The dismissal hearing will consider whether there are any other options to consider or whether to terminate employment.

The chair of the hearing may decide that employment should be terminated, with appropriate notice, on grounds of capability, or may recommend alternative action in the light of evidence presented at the hearing.

The employee will be informed as soon as possible of the reasons for the decision to dismiss, or to recommend dismissal, the date on which the employment contract will end, the appropriate period of notice and their right to appeal.

Once the decision to dismiss has been taken, the Trust will issue notice of dismissal within 5 working days of the decision.

**6.7 Appeals**

The employee may appeal against a decision to dismiss, or a decision at the first formal stage to issue a warning.

The appeal must be made in writing, addressed to [HR@alet.org.uk](mailto:HR@alet.org.uk) within five days of the written notification of the decision, setting out the grounds for the appeal.

The appeal will review the earlier decision, considering the grounds of the appeal. The appeal can overturn the earlier decision, confirm it or recommend alternative action. The appeal decision is final.

1. **Guidance**

This guidance should be followed for cases of short-term sickness and cases of long-term absence.

Where an employee has a mixture of short- and long-term sickness absence the guidance in all three sections should be used.

Further advice for managers can be obtained from HR.

1. **Consistency of approach**

Each case should be treated on its merits, but managers should apply the same standards to all employees. It is important that some employees are not singled out for formal action whilst the absence of others is ignored.

Managers should handle sickness absence with empathy and respect for the employee. The aim is to support employees where possible, whilst maintaining the interests of the school.

Where an employee does not wish to speak openly to their line manager about the cause or details of the sickness absence, they should be encouraged to speak to another manager or colleague. However, enough information needs to be disclosed to the line manager to enable the school to make appropriate arrangements to manage the absence or support a return to work.

1. **Recording sickness absence**

Schools HR must inform payroll of sickness absence by recording absence on the payroll portal where pay will be affected. Any days of absence where the above set procedures have not been followed may be classified as unauthorised leave and therefore will be unpaid.

1. **Seeking medical advice and occupational health referrals**

Executive Principals or Heads of Schools may wish to seek advice from the Trusts external Occupational Health provider, or the employee’s GP or consultant or specialist in order to:

* Assess whether there may be an underlying cause for short term absence.
* Gain a better understanding of the employee’s condition and prognosis.
* Seek advice on how to support the employee in improving attendance or making a successful return to work.
* Seek advice on making reasonable adjustments for disabled employees.
* Seek advice relating to phased returns or redeployment.

When to refer an employee to occupational health will depend upon the circumstances of the case. For example, an employee who is absent due to stress/depression/mental health may benefit from an early referral to gain advice about reasonable adjustments that can be made to help the employee return to work, whereas it may be more appropriate to refer an employee who is recovering from an operation to occupational health towards the end of the ‘normal’ recovery time. Further advice can be sought from the school’s HR Manager.

The Executive Principal or Heads of School or line manager will complete an Occupational Health referral form which will be sent to the Occupational Health provider along with the employees signed consent form. The employee will be informed of the date, time, and location of the appointment. The employee must inform their manager as soon as possible if they are unable to attend the appointment.

Referrals to occupational health should be seen as a positive way of supporting the employee’s recovery and return to work or in improving attendance. Some employees may feel concerned about being referred. Managers should explain that a referral is a supportive measure, as occupational health can provide specialist advice about support the employee will need when they return to work or that can help the employee achieve an acceptable level of attendance.

It may be appropriate to adjourn a meeting to seek medical advice, reconvening the meeting to discuss the report when it is available.

Medical advice will not provide all the answers and managers will need to consider this information in the context of the needs of the school.

1. **Counselling referrals**

Where the manager believes that the employee may benefit from independent confidential counselling, they should discuss this with HR and explore the Trust’s Employee Assistance Programme provided via Health Assured.

1. **Redeployment**

In cases of long-term sickness absence where the employee will not be able to return to their own role within a reasonable time but redeployment to a suitable alternative role would enable them to return to work, the Manager should discuss this with them.

In cases of short-term sickness absence, where the manager considers that redeployment could help the employee to reach and maintain satisfactory levels of attendance, they will discuss this with the employee. The Manager and employee should discuss:

* The current impact of the employee’s ill health or injury on their abilities.
* The future prognosis.
* The employee’s skills.
* Experience gained both inside and outside of work.
* Types of work that may be suitable.

1. **Work related stress.**

Where it is known or suspected that the employee’s absence may be due to, or partially due to, workplace stress the Manager should also contact HR for guidance and the Stress Questionnaire.

1. **Employees who are pregnant, disabled or who have had an accident at work.**

The Equality Act protects pregnant women from unfavourable treatment in employment on grounds of pregnancy or maternity. Managers must not take pregnancy related absence into account when managing attendance. Where an employee has pregnancy related illness after the beginning of the fourth week before the expected week of childbirth, maternity leave automatically begins the day after the first day of her absence. Managers should seek further advice from the school’s HR Manager.

Where an employee with a disability is expected (following medical advice) to have a higher level of absence than an employee without a disability, the trigger point for the employee will be adjusted to allow for this. Managers should seek advice from the school’s HR Manager.

Where the employee’s absence is due to an accident or injury arising whilst at work, or in connection with their job, advice should be sought from the school’s HR provider before taking any action under this procedure.

1. **Redeployment for long term sickness**

In cases of long-term sickness absence where the employee will not be able to return to their own role within a reasonable time but redeployment to a suitable alternative role would enable them to return to work, the Manager should discuss this with them.

* The employee’s skills
* Experience gained both inside and outside of work.
* Types of work that may be suitable.

The manager should explain to the employee that there is no requirement to create a post for them, but that they will be given prior consideration for any suitable vacancies that arise in the school.

The manager should specify the period that redeployment will be sought for; normally between eight weeks and three months.

Information relating to the employee’s health is classified as ‘sensitive’ under data protection regulations. The employee’s manager should take account of this if approached for a reference, internally or externally. The line manager should make sure that the information provided is factual and they may wish to discuss the reference with the employee and explain why they are not able to support the employee’s application. Further advice can be sought from HR.

Where redeployment is not found within the specified period, or where the employee is not willing to consider redeployment, a dismissal hearing will be arranged.

Where an employee has applied for a vacancy within the specified period, but a decision has not been made about their suitability, a dismissal hearing will not be held until the decision has been made.

1. **Convening formal meetings and dismissal hearings**

Where the employee or their representative is known to have a disability or language issues these should be reasonably addressed so that formal proceedings can take place fairly.

The employee must be informed in writing of:

* The reasons for holding the meeting (e.g., the specific concern with the employee’s attendance/continued absence) and in the case of a dismissal hearing the reasons for considering dismissal.
* The date, time, and location of the meeting/hearing
* The name of the person chairing the meeting/hearing
* The right to be accompanied by a trade union representative or work colleague.

In the case of a dismissal hearing the employee will be provided with copies of documents that management will refer to at the hearing, and the names of any witnesses that they will call with the letter.

The letter will also inform them of:

* The requirement to provide the Manager/Chair hearing the case with a copy of the documents that they will be relying on and the names of any witnesses that they will be calling at the hearing at least five working days before the hearing.
* The possibility that the hearing could result in their employment being terminated.

1. **Process at dismissal hearings**

The Executive Principal, Heads of School or Line Manager who has handled earlier stages of the procedure will attend the dismissal hearing to present the management case.

At the hearing options already explored and/or tested will be reviewed and any remaining options (if any) will be considered.

The management side and the employee will be given the opportunity to state their case, call witnesses and ask questions.

The hearing will normally be adjourned whilst the panel reaches a decision.

If the panel believes that there are no reasonable alternatives, they may decide to that employment should be terminated with due notice, on grounds of capability. In reaching this decision any mitigating factors and the likelihood of the situation improving in the future will be considered.

The employee will be notified in writing of the outcome, normally within five working days.

1. **Appeal hearings**

The appeal should be heard as soon as possible and not normally later than six school weeks after it was received.

Both parties must indicate at least five working days in advance of the appeal hearing which, if any, witnesses they wish to call and provide copies of any documents that will be relied upon at the hearing. In exceptional circumstances an alternative timescale may be agreed.

The Chair of the panel who issued the warning at the first formal stage or dismissed the employee at the dismissal hearing will attend the appeal to present evidence. They may be supported by a representative of HR.

At the appeal the employee will be asked to explain their grounds for appeal and present evidence. The presenting Manager will have the opportunity to respond. Where witnesses are called both sides will have an opportunity to question them.

The Chair, panel members and the representative from HR may ask questions throughout the appeal hearing.

1. **Written records**

The Senior Managers should keep written records of all stages of the procedure that they handle. These should be kept securely within the school. Records should be treated as confidential as appropriate and kept in accordance with the Data Protection Act and the Trust Records Management Policy.

1. **The employee’s representative**

The employee is entitled to be accompanied at all formal meetings/hearings by a trade union representative or work colleague.

The employee’s representative may confer with the employee during formal meetings, hearings and appeals, explain the employee’s case, ask questions, sum up and respond to views expressed at the hearing so long as the employee is happy for them to do so. Unless there are exceptional circumstances and the Chair of the meeting/hearing/appeal permits it, the representative may not answer questions on the employee’s behalf.

**Appendix 1 – Sick Pay Entitlements**

**Teachers**

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

|  |  |
| --- | --- |
| During the first year of service | Full pay for 25 working days and after completing four calendar months’ service, half pay for 50 working days |
| During the second year of service | Full pay for 50 working days and the half pay for 50 working days |
| During the third year of service | Full pay for 75 working days and half pay for 75 working days |
| During fourth and subsequent years | Full pay for 100 days and half pay for 100 working days |

For the purpose of calculating a teacher’s entitlement a year is deemed to begin on 1st September and end on 31st August of the following year. Where a teacher starts service after 1st September in any year, the full entitlement for that year will be applicable. Where a teacher is on sick leave on the 31st August in any year, no new entitlements shall begin until the teacher has resumed duty and the period from September 1st until the return to duty is regarded as part of the preceding year’s entitlement for the purpose of this scheme. For all staff on any other terms and conditions the absence dates may vary and will adhere to TUPE terms and conditions.

**Support Employees**

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

|  |  |
| --- | --- |
| During the first year of service | up to one month’s full pay and (after completing four months’ service) two months’ half pay. |
| During the second year of service | Up to two months’ full pay and two months’ half pay |
| During the third year of service | up to four months’ full pay and four months’ half pay |
| During the fourth and fifth years’ of service | up to five months’ full pay and five months’ half pay |
| After five years’ service | up to six months’ full pay and six months’ half pay |

Entitlement is calculated on a rolling year basis.

**Appendix 2 – HR Emergency Contacts**

**HR Emergency Contacts Form**

Please complete and return to the school; to ensure that we hold accurate data on file.

|  |  |
| --- | --- |
| **SURNAME (Legal)** |  |
| **FIRST NAME** |  |
| **ADDRESS** |  |
| **PERSONAL EMAIL** |  |
| **TELEPHONE NUMBER (HOME)** |  |
| **MOBILE** |  |
| **Next of Kin**    **Relationship**    **Emergency Contact Details** |  |