



# The Skippers' School

## Sickness absence procedure

### 1. Purpose

The purpose of this procedure is to ensure that the sickness absence is managed effectively to reduce its impact on the quality of education provided and on student achievement, whilst providing employees with appropriate support to improve attendance where necessary.

### 2. Applicability

This procedure applies to all employees at the Skippers' School whether fulltime, or part-time, permanent or temporary with the exception of non teaching employees who are working within their probationary period as levels of sickness absence are considered as part of any probationary review.

The management of sickness absence procedure applies to absence due to personal sickness or injury. It does not apply to out-patient appointments or to absences connected to the illness of relatives.

### 3. Roles & Responsibilities

The Headmaster has responsibility for ensuring that sickness absence is managed in accordance with this procedure.

The Headmaster and or Senior Leadership team (where appropriate) are responsible for:

- Implementation of this procedure
- Day-to-day management of attendance
- Conducting return to work interviews
- Ensuring that sickness absence is recorded

All staff are responsible for familiarising themselves with, and ensuring that they comply with this procedure.

### 4. General requirements:

- a. The Headmaster and Senior Leadership team will encourage and support employees to maintain good attendance levels, and to improve them where necessary, through good management practice and use of other appropriate services.
- b. In cases of disability SLT will comply with the requirements of the Disability Discrimination Act.

Where there are ongoing concerns about an employee's attendance and the employee has been previously notified of the concerns, told what attendance levels are expected and informed that attendance would be monitored over a period of time (in accordance with the informal stage of the capability procedure) but there remains concerns about attendance the employee will be invited to attend a formal meeting under the Skippers' School's capability procedure. The employee will be given notice of the meeting in accordance with that procedure.

### 5. Recording absence

Employees, the Headmaster and Senior Leadership team should comply with the requirements of the sickness absence reporting procedure.

## **6. Return to work interview**

- a. After each period of sickness absence the SLT member of staff who line manages the relevant work area will meet informally with the employee for a return to work interview. Where this is not possible they will arrange for another SLT member of staff to conduct the return to work interview.
- b. This discussion enables SLT member of staff to support the employee in a smooth return to work. It also enables SLT member of staffs to confirm details of the employee's absence, confirm they are fit to return to work and to deal with absenteeism in an effective and consistent manner.
- c. Key points of the interview will be recorded and retained by the SLT member of staff. Confidentiality regarding the reason for absence is assured. A self certificate form will also be completed.
- d. The SLT member of staff may also have informal discussions with the employee about absence levels as part of normal one to one supervision meetings. Employees whose absence is becoming a concern should be reminded of the absence trigger points and the possibility of formal capability proceedings being implemented.

If a Return to Work Interview follows long term sickness (a single absence of more than 28 continuous calendar days) and the formal capability procedure has not been implemented the SLT member of staff must ensure that the employee is given the appropriate support to enable them to return to work as easily as possible. Options for support will need to take account of the particular circumstances of the case and any Occupational Health recommendations, e.g. a temporary reduction in working hours or a redistribution of work for an agreed period of time. Advice will be sought from the Skinners' School's HR provider.

## **7. Formal Action: Implementing the Capability Procedure**

Formal action will normally be taken when absence becomes a cause for concern to the Headmaster. As a guide formal action under the capability procedure may be triggered by one or more of the following:

- Three or more sickness/injury absences in a rolling three month period
- Unacceptable patterns of absence.
- A period of long term sickness absence of more than 28 calendar days where the return to work date has not been specified or is of concern to the line SLT member of staff .

September 2009