



## **ABSENCE DUE TO SICKNESS OR INJURY (Staff)**

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1. If a teacher or other member of staff cannot attend work because he/she is sick or injured, they should email the cover supervisor and telephone the staff absence line or the school office as early as possible, and no later than 30 minutes before the time when they would normally be expected to start work.
2. A self-certification form must be completed for absences of up to seven calendar days. These are obtained from the Finance and Support Staff Manager. Absences of more than a week (including non-working days) require a doctor's certificate stating that the member of staff is not fit for work, and giving the reason. A self-certification form must also be completed to cover the first seven days of absence. If absence continues beyond the expiry of a doctor's certificate, a further certificate must be obtained. If an employee's doctor provides a certificate stating that the employee "may be fit for work", the employee must inform the Head who will arrange a discussion with the employee to facilitate their return to work, taking into account their doctor's advice.
3. If an employee is absent for four weeks, the School may suggest referring them to the Fit For Work guidance. If an employee's case manager wishes to speak to the School, they should be asked to contact the Head in the first instance.
4. A teacher absent from duty on account of illness or injury may receive in any academic year (beginning on 1<sup>st</sup> September) the sick pay benefits set out according to the latest edition of the 'Burgundy Book' and the teaching staff contract. Any other member of staff shall be entitled to sick pay benefits as detailed in the staff handbook and their contract.
5. Sick pay shall be computed on the basis of the salary which the member of staff would have been receiving if fit to work.
6. Any sick pay during a period of absence on account of illness or injury will be inclusive of statutory sick pay (SSP) where applicable. When a teacher's salary drops to half pay and the half pay plus the amount of SSP exceeds the

normal teacher's salary, the amount in excess of the teacher's normal salary shall be deducted from the half pay.

7. In the case of a member of staff who does not qualify for SSP or other state benefit there shall be deducted from any sick pay the full amount of the benefit to which the Teacher would have been entitled had SSP or other state benefit been payable.
8. Once formal sick pay ends, a member of staff will be entitled to receive SSP for a maximum of 28 weeks from the date on which sick pay commenced. The School will write to the member of staff after 23 weeks to confirm the date on which SSP will cease. After that, there may be an entitlement to claim Employment and Support Allowance (ESA) if the member of staff is too ill to work.
9. If the member of staff is ill immediately before a school holiday and has exhausted his/her sick pay entitlement or is on less than full pay, and recovers during the school holiday, the member of staff shall be deemed to have returned to duty on the day that he/she obtains a certificate showing fitness to return to duty, provided that the member of staff actually returns to duty for the first full day of the next following term without further absence during that time on account of illness or injury.
10. Absence caused by accidental injury shall be treated as absence caused by illness, except that a period of absence due to illness and disablement caused by an accident arising out of, or in the course of, a member of staff's employment which qualifies for a payment of industrial injuries benefit shall be disregarded in the aggregation of the period for sick pay or set against a subsequent period.
11. If a member of staff is ill at the end of any academic year the member of staff shall not be entitled to any new sickness benefit in respect of the next academic year until he/she has returned to duty for a period of four consecutive weeks after 1st September without further absence during that time through illness or injury.
12. If a member of staff is still unfit for work at the end of the half salary period he/she shall furnish to the Head a medical report which shall show the cause of the incapacity and its probable duration. The Head shall show this report to the Directors. The member of staff shall be consulted and be given the opportunity of making representations to the Head before any action is taken.
13. The School reserves the right to be able to ask the member of staff to have a medical examination by a medical practitioner appointed by the School to clarify the position if the duration of the incapacity exceeds 4 weeks at which point the employee is described as long-term sick.
14. If, after a reasonable time, the member of staff has not been able to return to work or their attendance has not improved within an agreed timescale, the School will first seek to establish whether the situation is likely to change. If it

is considered unlikely that the member of staff will return to work, or that their attendance will improve within a short time, the School may give the member of staff a written warning that they are at risk of dismissal. A further date for review would also be set. If nothing has changed, or significantly improved, at the time of further review, the School will consider the possible termination of the member of staff's employment.