






# CHRIST THE KING SIXTH FORM COLLEGE

## ABSENCE MANAGEMENT POLICY FOR STAFF

### Mission Statement

We are a Catholic College dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

-  Provide the highest standards of teaching and learning.
-  Expect students to show commitment to their studies and the Christian values of the College.
-  Provide equality of opportunity, with mutual respect and positive encouragement.
-  Build and further develop a partnership with parents, schools, parishes, higher education and the local community.
-  Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole College.

## 1. PURPOSE

- 1.1 The Absence Management Policy sets out the process by which attendance is managed efficiently and effectively. Its overriding objective is to minimise absence levels while maintaining a fair and consistent approach to staff.
- 1.2 The College fully accepts its responsibilities for the health, safety and welfare of its staff at work. We have a Health and Safety Policy and are committed to progressing towards a healthier and safer working environment.
- 1.3 It is expected that most issues of absence will be resolved informally. However, where necessary the matter will be dealt with more formally.
- 1.4 The College aims to maintain a positive attendance culture and approaches absence management proactively by focusing on the following specific objectives:
  - To provide clear guidance to all staff on the procedures that must be followed in the event of an absence.
  - To manage absence in a fair and consistent manner.
- 1.5 The College has a commitment to Equality. The following procedures aim to provide a transparent and fair response to absence for all staff regardless of age, gender, sexuality, race or disability.

## **2. GENERAL PRINCIPLES**

- 2.1 To facilitate the effective running of the College, support staff must be in College during contractual working hours as agreed with their Line Manager and teaching staff between the core hours of 8.45 am to 4.15 pm and for other 1265 commitments.
- 2.2 The Policy applies to all staff with the exception of those on Induction. The Induction Procedure should be used to deal with unacceptable absence levels of staff during their induction period. However, the standards and reporting for staff and certification requirements contained within the College Absence Management Policy apply to all staff and they should be used as a general guide when carrying out absence reviews.

## **3. GUIDELINES FOR ABSENCE**

- 3.1 There are 2 categories of absence which include Planned Absences and Unplanned Absences.

### **3.2 Planned Absence**

It is the College's policy to consider reasonable requests for time off, in addition to holiday, sickness absence and maternity/paternity/adoption leave, subject to the needs of the students and the operational needs of the College. The College will comply fully with legal requirements in respect of statutory time off, for example, leave will be granted if a member of staff has been asked to carry out Jury Service, or to be a court witness. In other circumstances, leave will be granted without pay in accordance with appropriate law, eg Parental leave Regulations 1999.

- 3.3 A member of staff requesting time off must complete an 'Application for Leave of Absence' (Appendix 1), approval for which is given by the Line Manager and Principal. No leave should be arranged until Leave of Absence has been approved.

Blank copies of the form can be obtained from the Staff Room, Intranet or Personnel.

### 3.4 Requests for Leave of Absence may include:

**Professional Reasons** Giving Inset, examination validation or standardisation meetings, external examiner's meetings, Governors' meetings, disciplinary procedure meetings, career development interviews, retirement interviews, interview for posts, visit to another institution before taking up a post (1 day).

**Study Leave** and examinations for appropriate qualifications.

**Domestic Leave** Care of sick child or relative – up to 5 working days per year.

**Death and Funerals of Near Relative** – up to 4 days' leave with pay if taking charge of the funeral arrangements/executor or administrator and 1 day paid leave for the funeral.

**Funerals** One day's leave with pay for attending the funeral of any other relative or you are the representative.

Leave with pay for up to 3 days may be allowed for attendance at a funeral which takes place more than ½ a days' journey from London.

**Weddings** One day's leave with pay to attend the wedding of a parent, child, brother or sister.

**Moving House** Moving house, or accommodation, entitles staff to one day's leave in any year, with pay.

**Presentation of Degrees, Decorations etc** One day's leave with pay is granted for an employee to receive an honour or decoration or for presentation to a partner, son or daughter.

#### **Participating in sport or the performing arts at a high level**

**Reasons of Illness or Health** Medical appointments and visits for emergency treatment - hospital, dentists, ante-natal, clinic, optician etc. Where possible holiday or evening appointments are encouraged.

**Discretionary Leave** Prior approval of the Principal must be sought for any absence needed in excess of the above entitlement. Discretionary leave of absence cannot be granted for extended periods, except in very exceptional circumstances. Where it is granted, it will generally be unpaid.

In determining whether leave can be granted for reasons other than those listed above, the needs of the College will be paramount. In general, discretionary leave of absence cannot be taken in term time.

In the event of a planned absence which results in an indefinite period of sickness absence, employees must follow the procedures for unplanned time off work for the remainder of the time they are absent from work.

### 3.5 **Unplanned Absence**

Because of the unplanned nature of sickness absence or certain domestic issues it is important that Line Managers are able to plan workload and continue to deliver an effective service. It is therefore vital that absence is reported promptly so that appropriate arrangements can be made regarding the duties of a member of staff.

3.6 The following procedures apply to all unplanned absences or situations where a planned absence results in an indefinite period of absence (e.g. a scheduled operation and estimated recovery period).

3.7 Staff are responsible for personally reporting their absence to a member of the General Office as early as possible but by 8.00 am at the latest. A representative may act on the staff member's behalf only if the medical condition prevents the member of staff from personally making contact. It is not acceptable to only notify colleagues. The following information should be given:

- A reason for absence. If sickness absence, the member of staff must notify the nature of their illness or symptoms and what arrangements are being made, if any, to seek medical advice;
- The work to be set for classes (teachers)
- The details of any urgent work that is outstanding
- Any special arrangements to be made
- The expected date of return if possible
- Where the member of staff can be contacted during the day should the College need to make contact, if different from the telephone number the College holds on record

As a last resort, the College telephone system allows messages to be left.

3.8 Where a member of staff wishes to send details of work to be set directly to their Line Manager or work colleague by email or by phone, they may do so in addition to speaking to a member of the General Office.

3.9 There is a requirement for staff to contact the College on a daily basis to inform the College of absence for the day and a progress report unless the absence is covered by a medical certificate for a specific period or unless otherwise agreed with the Line Manager or Personnel.

3.10 During periods of absence a two way communication process is important. Staff are expected to keep their Line Manager or Personnel apprised of their situation. This is particularly important to enable the College to provide support to staff and arrange appropriate cover for their duties.

- 3.11 During long term absence, the Line Manager and/or Personnel Department will contact staff on a regular basis, which may include making homes visits, with the aim of facilitating a return to work at the earliest opportunity. The College will be sympathetic when a member of staff is ill but where a member of staff is persistently absent from work through ill-health or long-term injury or incapacity, or is unable to carry out part of their job through ill health or long-term injury or incapacity, it will not be possible for the situation to continue indefinitely. In these situations the continued employment of the member of staff concerned may be reviewed or terminated.
- 3.12 For periods of absence of 4 weeks or more, staff must confirm their return to the Personnel Department no later than one working day prior to their return. This may be by phone or email.

#### **4. RECORDING OF ABSENCE**

- 4.1 The member of staff in General Office responsible for collating unplanned absence phone calls will notify the Personnel Department and Line Manager of a staff absence, regardless of its nature, by email.
- 4.2 The absence will be recorded in a diary held in the General Office.
- 4.3 For teaching staff a form detailing cover arrangements will be completed and copied to the relevant members of the Management Team and Department (Appendix 2).
- 4.4 The Personnel Department will record the absence on SDMS, the staff database system.
- 4.5 It is essential that Line Managers keep records of staff absence within their Department. All absences within a department should be reported to the Personnel Department at the end of each week using the Weekly Absence Return (Appendix 3).

#### **5. CERTIFICATION REQUIREMENTS FOR SICKNESS ABSENCE**

- 5.1 Staff are required to submit certificates covering their sickness absence as follows:
- 5.2 Staff are required to complete a College Self Certificate (Appendix 4) for sickness absences that do not require a medical certificate. The Personnel Department will start a self certification form, entering the first day of absence and will leave the form in the pigeon hole of the member of staff. The member of staff should complete the form on their return and return it to the Personnel Assistant on the first day of return to work.

It is the staff member's responsibility to collect and complete a self certification form if one is not placed in their pigeon hole.

- 5.3 A medical certificate, signed by a qualified medical practitioner, is required for absences longer than 7 calendar days (including rest days). Subsequent medical certificates must be submitted if the absence continues beyond the initial specified period on the medical certificate. Staff are responsible for ensuring that there are no periods uncertificated. Medical notes should be received by the Personnel Department within 5 working days of issue. Failure to comply with this may result in a deduction of pay.
- 5.4 Staff may be required to provide medical certificates signed by their doctor for periods of absence of less than 8 calendar days.
- 5.5 A medical certificate should be provided to cover a medical suspension from duties due to contact with infectious disease.
- 5.6 A medical certificate should be provided to cover any sickness absence during a period of notice to terminate the employment contract unless the member of staff is taking any outstanding leave entitlement (support staff only).
- 5.7 Failure to comply with the certification requirements may result in disciplinary action and/or entitlements to sick pay being withheld.
- 5.8 Upon the return to work of the member of staff the self certification form must be completed to ensure the exact duration of absence with reasons are recorded onto the Personnel system within 5 days of the member of staff returning to work. Line Managers will be provided with a list of outstanding return to work forms on a regular basis.

## **6. PAYMENT ENTITLEMENT**

For the purposes of calculating sickness entitlement, the guidelines set out by the Sixth Form Colleges Forum will be used (Appendix 6 for Teaching Staff and Appendix 7 for Support Staff).

- 6.1 The sick pay benefit criteria is based on service as at the first day of sickness.
- 6.2 The College shall have discretion to extend the application of the pay scales in exceptional cases and should review the position of staff at an early opportunity and before their entitlements to paid sick leave expire.
- 6.3 This entitlement will be pro rata for part time staff according to their Full Time Equivalent FTE.
- 6.4 Support Staff who are sick during a period of annual leave should be regarded as sick and annual leave suspended following the production of a medical certificate. However, if as a result staff do not use up all their annual leave entitlement, the normal rules for carrying annual leave forward will apply.
- 6.5 Where a member of staff is sick during a College holiday, closure or non working day this period will not be counted against their sickness entitlement.

- 6.6 A member of staff will be expected to repay contractual sick pay if they receive damages from a third party that include an element of sick pay.
- 6.7 The College reserves the right to withhold, reduce or reclaim occupational sickness payments to members of staff who fail to follow the Staff Absence Management Policy, if there is abuse of the policy or if the employee has participated in conduct that is prejudicial to his/her recovery. In these instances, the pay of a member of staff will revert back to the Statutory Sick Pay minimum.
- 6.8 Staff will be informed in writing of the reason for the decision to withhold sick pay and the period for which sick pay is withheld. The College's Grievance Procedure may be used to appeal against this decision.
- 6.9 The signing of the self certification form is authorisation for such a reversion to Statutory Sick Pay to take place. However, a member of staff will always have been informed in advance of any deduction or reclamation.

## 7. PROTOCOLS

- 7.1 When an employee has a medical condition that prevents their attendance at work it is essential that College protocols are followed:
- 7.2 **The College will ensure that:**
- All matters and records surrounding member of staff's state of health and welfare will be treated sensitively and held confidentially.
  - All absences due to sickness will be monitored and addressed at an early stage.
  - Where appropriate a referral may be made to a medical specialist at any stage in the procedure, with or without prior agreement, with due consideration given to an employee's health and welfare at that time.
  - A dismissal may be effected before contractual sick pay has expired subject to the proper application of this procedure.
  - If an employee has or contracts a condition that means he or she might be considered disabled within the meaning of the Disability Discrimination Act 1995 (DDA), the College will consider making reasonable adjustments to his or her job to accommodate his or her short-term or long-term requirements. The employee will be fully consulted at all times. If reasonable adjustments or alternative employment prove not to be viable options, and when an employee is absent from work but there is no likelihood of a return to work in the near future, a decision to dismiss may be the inevitable outcome.

### 7.3 **Members of Staff will ensure that:**

- Staff are responsible for notifying the College of their sickness absence and for maintaining regular personal contact. Meetings may be arranged at an appropriate location to be decided by the Personnel Manager in order that the health of the member of staff, possible support available and return to work can be discussed.
- Staff should remain contactable for the duration of their sickness absence. No action should be taken by the member of staff that is prejudicial to their recovery, including being absent from home, unless supported by the GP or specialist of the member of staff or the College's Medical Advisor.
- Staff are expected to refrain from activities that could jeopardise their ability to attend work and should not act in any way that will hinder their recovery.
- Staff will be responsible for ensuring that any relevant medical advice is provided to the College, including valid medical certificates and ensuring that there are no gaps in any absence requiring certification. Having due regard to the medical advice provided, the Personnel Manager will be responsible for deciding any course of action under the procedure.
- Staff should not undertake other employment whilst absent without the Principal's prior written agreement. Consideration will be given as to whether the additional employment will be detrimental to the member of staff's health and recovery.
- Staff are responsible for complying with the requirements specified in this document and cooperating with all reasonable management instructions.

## **8. RELATIONSHIP WITH DISCIPLINARY PROCEDURE**

8.1 Breaches of the Staff standards of the Absence Management Policy may be dealt with under the College's Disciplinary Procedure. Examples of conduct that may be subject to disciplinary action are:

- Taking part in activities that are inconsistent with the cause of absence or prejudicial to recovery.
- Failing to comply with the requirements of the Absence Management Policy.
- Failing to cooperate with reasonable management instructions.

8.2 Examples of offences that may be regarded as gross misconduct and could result in summary dismissal or suspension followed by dismissal are:

- Making a false claim of incapacity for work due to ill health.
- Altering the contents of medical certificates.
- Carrying out other employment without permission whilst on sick leave.
- Repeated refusal to carry out reasonable management instructions.

The above list is not exhaustive.

## **9. RETURNING TO WORK**

### **9.1 Confirming that a Member of Staff is Fit to Return to Work**

It is important to confirm, in the interests of a member of staff's health and safety, that they are fit to return. Where a period of absence of more than 2 weeks has been supported by a medical certificate and the certificate does not state clearly the day on which the employee will be fit to return to work, a "signing off" certificate must be obtained from a doctor.

## **10. ABSENCE REVIEW MEETINGS**

### **10.1 Informal Review Meeting**

If one of the three triggers described below has been hit informal consultation will take place:

- Three or more separate instances of absence in any three month period totalling five days or;
- ten or more days' absence in any three month period or;
- recurring patterns of absence.

10.1.1 Where there are recurring issues to do with incapacity to deliver individual functions of the role a review meeting will take place to discuss the matter.

10.1.2 Informal consultation should normally take place between the member of staff and the Personnel Department.

10.1.3 Informal consultation does not form an element in any subsequent procedural action.

10.1.4 The primary purpose of the informal consultation will be supportive.

- 10.1.5 It is good practice to record the outcomes of the meeting to be shared solely between the member of staff and the Personnel Department (and/or other nominated Interviewer where agreed). A Return to Work Interview Form (Appendix 5) should be completed and agreed.
- 10.1.6 If the attendance of the member of staff improves to an acceptable level they will, where appropriate, be advised and encouraged to maintain the improvement. However, the attendance will continue to be regularly monitored and reviewed until the Personnel Department is satisfied with the attendance levels of the member of staff.
- 10.1.7 Where the member of staff has a disability which falls within the scope of the DDA and which is relevant to the member of staff's absence, reasonable adjustments will be made.

## 10.2 **Formal review meeting**

A formal review meeting should take place when one of the following triggers is hit in any three month period following an informal consultation; for up to nine months after that time:

- Three or more separate instances of sickness absence totalling at least seven days in any three month period or;
- two or more separate instances of sickness absence totalling at least twelve days in any three month period or;
- fifteen or more days absence in any three month period or;
- recurring patterns of absence.

- 10.2.1 Where there are recurring issues to do with incapacity to deliver the functions of the job role that remain unresolved a final review meeting will take place to discuss the matter.
- 10.2.2 Where the member of staff has a disability which falls within the scope of the DDA and the College has made reasonable adjustments a further review will be undertaken. If despite this patterns of absence persist a final review meeting may be called.
- 10.2.3 The formal review meeting will be called by the Personnel Department with five working days notice. A line manager will attend this meeting. The member of staff may be accompanied by a trade union representative or colleague.
- 10.2.4 The purpose of the meeting will be to discuss the attendance record, explore the reasons for absence, identify further areas of support (if necessary), review and update any relevant risk assessments, set targets for improvement if appropriate and clarify any further action.

10.2.5 The Personnel Department member in attendance at the meeting will write to the member of staff within five days of the meeting with a summary of the substance of the meeting and any actions agreed. A copy of the letter will be placed on file.

10.2.6 If there is insufficient improvement in the member of staff's absence record following formal review the Personnel Department will consult with the relevant Senior Manager and a final absence review meeting may be called.

### 10.3 **Appeals from formal review meetings**

Should the member of staff disagree with any decisions made in a formal review meeting they shall have the right to appeal. The appeal should be made, in writing, to the relevant Senior Manager within ten working days of the meeting.

The relevant Senior Manager will hear the appeal within ten working days of the receipt of the letter. All those present in the review meeting will be entitled to make representations at the Appeal hearing. The Senior Manager will convey his decision, in writing, within five working days of the Appeal hearing.

## 11. **FINAL ABSENCE REVIEW**

If the attendance of the member of staff continues at an unacceptable level the matter should be referred to a Final Absence Review.

11.1 The purpose of the Final Absence Review is to decide on the future employment of the member of staff.

11.2 If at any earlier stage in the procedure the Medical Advisor recommends that the health of a member of staff is such that they can no longer carry out their current duties and should not return to their existing post or that they will not be able to return to work or sustain regular attendance within a period of time that management considers to be reasonable, the matter should be referred immediately to a Final Absence Review.

### 11.3 **Preliminary Considerations**

Certain steps should be taken prior to holding a Final Absence Review meeting including obtaining a current Medical Advisor's report. It may not be necessary to hold a Final Absence Review meeting in the following circumstances:

#### 11.4 **The Medical Advisor recommends Redeployment**

If the College's Medical Advisor recommends that the member of staff is not capable of returning to their current duties but is capable of carrying out comparable duties, the relevant Senior Manager and Personnel Manager should meet with the member of staff.

If a redeployment opportunity cannot be found or the member of staff unreasonably refuses an offer of an alternative comparable post the matter should be referred to a Final Absence Review meeting.

#### 11.5 **Employment Contract to end by Mutual Consent**

Where, either:

- The Medical Advisor advises that there is no prospect that the member of staff will be able to return to their current duties, or sustain regular attendance within a period of time that the Personnel Manager considers reasonable and redeployment is not an option or is not available; or
- ill health retirement is recommended and both the Personnel Manager and employee accept this advice.

11.6 The relevant Senior Manager, Personnel Manager and member of staff and should discuss whether the employment contract can end by mutual consent.

11.7 If the member of staff accepts the Medical Advisor's advice and agrees to the termination of their employment contract, there is **no** requirement for a Final Absence Review meeting to be held and the employment contract can end on a date to be agreed with the member of staff. Where a "mutual consent" ill-health retirement is agreed there will be no dismissal and therefore no entitlement to notice. However, for staff who are entitled to annual leave only, a payment may be made for any outstanding leave to carry over into a new leave year.

**In all other circumstances**, including where the employee disagrees with an ill health retirement recommendation, a Final Absence Review meeting should be held.

#### 11.8 **The Final Absence Review Meeting**

The final absence review meeting is held by the Principal. The meeting should be arranged in order that full consideration can be given to the circumstances of the case and an appropriate course of action identified. Five working days' notice of the meeting should be given.

11.9 The letter to the member of staff inviting them to attend the Final Absence Review Meeting must state the reason for the meeting (ie the circumstances that have led to it) and that these are circumstances that may lead to a decision to dismiss. The member of staff should also be aware of their obligations to attend this meeting. If they fail to attend through circumstances outside their control, and unforeseeable at the time the meeting was arranged, they must propose an alternative date (within 5 working days of the original date of the meeting) and another meeting will be arranged. However, if they fail to attend the re-arranged meeting, without good reason, a decision may be taken in their absence.

11.10 **Long-Term/Chronic Sickness Absence – the following courses of action are available:**

11.11 Further time for recovery/reasonable adjustments/redeployment

The College may allow further time for recovery or consideration to making reasonable adjustments and/or redeployment. An additional monitoring period will be set and the member of staff informed that if the appropriate improvement is not achieved and sustained the Final Absence Review will be reconvened.

11.12 Termination of employment

If the outcome of the final absence review meeting determines that the member of staff is permanently unfit for their job and no alternative work or role is available, the member of staff may be:

- a. Retired on grounds of ill health (subject to certification by an independent medical practitioner who is qualified in occupational health medicine and who has not previously been involved in the case); or
- b. Dismissed on grounds of incapability.

Where the medical practitioner advises that redeployment is possible the College will always consider this prior to any decision to retire on ill health grounds or dismiss a member of staff.

11.13 Ill health retirement

Ill health retirement may apply where:

- An Independent Medical Practitioner recommends ill health retirement in accordance with the definition of the relevant pension scheme regulations, **and**
- Management accepts the Independent Medical Practitioner's recommendation that the member of staff is permanently incapable of carrying out their current duties; **and**
- redeployment opportunities re not identified/available or the Independent Medical Practitioner advises that redeployment should not be considered.

If the Independent Medical Practitioner recommends early retirement on grounds of ill health, the member of staff **may** be entitled to pension benefits.

11.14 Ill health capability dismissal, i.e. where the Independent Medical Practitioner advises that:

- the ill health retirement definition is not met;
- the member of staff will not be able to achieve and/or sustain an appropriate improvement in attendance within a period of time that management considers to be reasonable; and
- redeployment is either not practicable or identified/available.

11.15 Appeal against the decision to terminate employment must be made within 10 working days (see 14. Appeal Rights).

Appeal against the release of pension benefits for employees whose employment has been terminated on grounds of ill health should be lodged in accordance with the relevant pension scheme regulations. Further details are available from the Personnel Department or the Local Government Pension Scheme and Teachers Pension Scheme websites.

11.16 **Short-term Sickness Absence - the following courses of action are available:**

11.17 **Re-affirm final caution**

Where a member of staff has previously received a final caution but, in exceptional circumstances, their representations are accepted, a further period of attendance monitoring may be agreed with a re-affirmation of the final caution. The member of staff will be advised that, unless an immediate improvement in attendance is achieved and sustained, the Final Absence Review meeting will be reconvened.

11.18 **Termination of employment**

The member of staff's contract of employment may be terminated where attendance levels remain unacceptable despite a previous final caution. The member of staff will be notified of their right of appeal against this decision.

## **12. NOTICE OF TERMINATION OF EMPLOYMENT**

12.1 Except where the contract ends by mutual consent, full statutory or contractual notice, **whichever is the longer**, will be given. If medical advice confirms that the member of staff should not work during the notice period, it may be appropriate for payment in lieu of notice to be made.

12.2 During the notice period the member of staff should receive full pay and provide a valid medical certificate where appropriate. For support staff only, where it is not possible for an outstanding leave entitlement to be taken, a payment may be made, subject to provisions for carry over into a new leave year.

### **13. REDEPLOYMENT**

- 13.1 Depending upon the type of illness/duties of the member of staff, redeployment may be an option either as a temporary or permanent measure and this will be discussed with the individual.
- 13.2 When considering redeployment, the relevant Senior Manager and Personnel Manager will meet the member of staff to identify skills, aptitude and preferences and the availability of alternative posts within the College. The member of staff should be advised that, although redeployment cannot be guaranteed, efforts will be made to identify a suitable match. It is the initial responsibility of the College to endeavour to redeploy to an existing or identified future vacant post.

### **14. APPEAL RIGHTS**

- 14.1 There is no right of appeal against any cautions issued under this Policy. However, in the event that a decision is made to terminate employment, the member of staff must be informed of their right to appeal against the decision. This appeal will be heard by the College Governing Body and must be registered within 10 working days of the date when the termination notice is issued.
- 14.2 A member of staff who wishes to appeal against a decision to withhold sick pay entitlements may use the College's Grievance Procedure.

## CHRIST THE KING SIXTH FORM COLLEGE

### Application for Leave of Absence

Please ensure that this form is completed and returned to the Principal for her/his attention.

<b>Name</b>		
<b>Date</b>		
<b>Department</b>		
<b>Period of leave required</b>	<b>Days</b>	
	<b>Dates</b>	
<b>Reason for absence</b>		
<b>Cover required</b>		
<b>Supported by Line Manager</b>	<b>Signed:</b>	
	<b>Date:</b>	
<b>Approved</b>	<b>Signed:</b>	
	<b>Date:</b>	

Forwarded to Personnel Office and copied to Line Manager.

**STAFF ABSENCE FORM**

Staff Absent:

Date:

Session	Group	Room	Work Set	Cover Undertaken by: (initial)	Dept Y/N
8.45 - 9.30 Period 1					
9.30 - 10.15 Period 2					
<b>10.15 - 10.40 BREAK TIME</b>					
10.40 - 11.25 Period 4					
11.25 - 12.10 Period 5					
12.15 - 13.00 Period 6					
13.00 - 13.45 Period 7					
<b>13.45 - 14.45 LUNCH TIME</b>					
14.45 - 15.30 Period 9					
15.30 - 16.15 Period 10					

Tuesday Tutorial Period 6/7 12.15 - 13.15 Or 13.15 - 14.15					
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HOD copy =	
RMC copy	
AP copy	
SPM copy (if tutorial involved)	

(please ✓)

## Christ The King Sixth Form College Staff Absence Return

Week Ending .....

Name	Date/s of absence	Number of days/part days out (please state if am or pm only)	Sickness		Approved leave of absence or inset		Other	
			✓	Please state reason	✓	Please state reason	✓	Please state reason

<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Please record on this sheet all staff absence, ie sickness, Educational Visits, Jury Service etc.</li> <li><b>Full-time staff:</b> The number of days out should be the number of College working days.</li> <li><b>Part-time staff:</b> The number of days out should be the number of whole and/or part days for which they have a timetabled commitment in College.</li> <li>Reasons for absence should be clear. It is insufficient to write 'ill' or 'personal'. Payment for absence is dependent upon the reason.</li> <li>If a medical certificate is being returned with this form, please tick the box.</li> </ul>	<p><b>Signed</b> .....</p> <p style="text-align: center;"><b>(Head of Department / Line Manager)</b></p> <p><b>Date</b> .....</p> <p><b>Tick box if Certificate is being returned with this form</b> <input style="float: right; margin-left: 20px;" type="checkbox"/></p> <p><b>Please return to Debbie Baldwin</b></p>
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**SICKNESS ABSENCE - SELF CERTIFICATION FORM**

<p>This form should be completed for all periods of absence where a medical certificate (Form Med 3) is not required.</p> <p>Staff should complete Sections A, B and C immediately on return to work and pass to the Personnel Assistant for completion of Section D. The form will then be held on the individual's personal file.</p>		
<p><b>A. PERSONAL DETAILS</b></p>		
<p>Name:</p>		
<p>Job Title:</p>		
<p><b>B. DETAILS OF SICKNESS ABSENCE</b></p>		
<p>Period of sickness absence – from: _____ to: _____ inclusive</p>		
<p>Total number of working days absent/hours lost</p>	<p>EITHER      days</p>	<p>OR              hours</p>
<p>Days not normally worked (part-time employees only):</p>		
<p>Reason(s) for sickness absence (please indicate if you needed to seek medical advice):</p>		
<p><b>C. SIGNATURE OF MEMBER OF STAFF</b></p>		
<p>I certify that the information provided is correct and I give my consent to the College using this information for the purposes of monitoring my record of attendance, administering contractual and statutory sick pay and making decisions within the context of the College's Absence Management Policy.</p>		
<p>Signed:</p>	<p>Date:</p>	
<p><b>D: PERSONNEL ASSISTANT'S SIGNATURE</b></p>		
<p>Signed:</p>	<p>Date:</p>	

**CHRIST THE KING SIXTH FORM COLLEGE**

**RETURN TO WORK INTERVIEW**

Member of Staff .....

Conducting Interview .....

Date of meeting .....

If the staff member had a medical certificate, has the medical certificate expired? Yes / No

Summary of key points discussed (continue on a separate page if necessary):

*Action required or review date:*

**Declaration:** I declare that the information given above is to the best of my knowledge correct. I have read and understood the sickness absence policy and acknowledge that non compliance or abuse of the policy may result in the withholding, reduction or reclamation of the occupational sickness payment. In addition I also recognise that a deliberate false statement may lead to disciplinary action being taken.

Signed .....  
Member of Staff

Signed .....  
Interviewer

Date .....

**Data Protection Act 1998**

The data collect in this form will be processed in compliance with the Data Protection Act 1998 and will be used only for the purpose of Personnel within the College. Electronic data will be kept to monitor sickness absence. This form will be kept confidential and will be placed on your Personnel file. Both electronic and paper files will be destroyed 8 years after termination of employment from the College.

cc: Personnel Department  
Line Manager  
Member of Staff

## **Sick Pay for Teachers – SFCF Guidance**

1. 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 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 then 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 working days and half pay for 100 working days

2. This scale is to be regarded as a minimum and each college has discretion to extend its application in any individual case.

### **Sick Pay**

3. Sick pay shall include, where appropriate, Statutory Sick Pay and shall not exceed the full pay of the teacher.

### **Sick Leave Year**

4. For the purpose of calculating a teacher's entitlement during a year under paragraph 1 above, a year is deemed to begin on 1<sup>st</sup> April and end on 31<sup>st</sup> March of the following year. Where a teacher starts service after 1<sup>st</sup> April in any year, the full entitlement for that year will be applicable. Where a teacher is on sick leave on 31<sup>st</sup> March in any year, no new entitlements shall begin until the teacher has resumed duty and the period from April 1<sup>st</sup> until the return to duty is regarded as part of the preceding year's entitlement for the purpose of this scheme. When a teacher moves to another college, any sick pay paid during the current year by the previous college shall be taken into account in calculating the amount and duration of sick pay payable by the new college.

## **Calculation of Allowance**

### **Full Pay**

5. The following deductions, shall be made from sick pay where it equals full pay:
  - (a) the amount of sickness benefit receivable under the Social Security Contributions and Benefits Act 1992 (provided however, that in any case where sickness benefit is, or may subsequently prove to have been, receivable in respect of the first three days of any sickness, the amount of benefit receivable shall be deducted from such pay only if such benefit has in fact been received in respect of any such period of three days).
  - (b) the dependency element (but not the disability element) of any treatment allowance received from the Department for Work and Pensions.

### **Half Pay**

6. Where sick pay is less than full pay, deductions shall be made only so far as is necessary to ensure that sick pay together with benefits receivable in respect of insurance under the Social Security Contributions and Benefits Act 1992 does not exceed full pay.
7. Deductions equivalent to those set out in the paragraphs 5 and 6 above shall be on the basis that the teacher is eligible to receive such benefits, payments or allowances whether or not he or she takes the necessary steps to obtain them. This does not apply to any benefit for the first three days of absence referred to in paragraph 5(a) above.
8. Deductions equivalent to those set out in paragraph 5 above shall be made from the sick pay of a teacher who is a married woman or a widow and has elected to pay reduced contributions under the terms of the Social Security Contributions and Benefits Act 1992 and Social Security Contributions Regulations 1979, provided that, where a widow is in receipt of a widow's or widowed mother's allowance or widow's pension, regard should be paid in calculating the amount of sick pay only to such part of the national insurance benefit receivable as in excess of the amount received by the teacher from the Department for Work and Pensions in weeks of full normal employment.

## **Termination of Employment during a Period of Sick Leave**

9. In the event of a teacher exhausting in part or full his/her entitlements under paragraph 1 above and being given notice of the termination of his/her contract without returning to work, on the ground of permanent incapacity or for some other reason related to the sickness absence, he/she shall be paid full salary for the notice period with normal deductions only.

**College Holiday Closure, etc**

10. For the purpose of paragraph 1 above, two half college days shall be deemed to be equivalent to one working day. Whilst sickness during the college holidays will not affect the period of a teacher's entitlements to sick leave under paragraph 1 above, it will be relevant so far as deduction of benefit is concerned. Thus the rate of sick pay applicable to a teacher in respect of sickness during the closure of a college is the rate applicable to him/her on the last day before the closure. Where a teacher therefore, is ill immediately preceding the college holiday and:
- he/she is on full sick pay:  
he/she shall continue on full sick pay, but the closure period is not counted against his/her entitlement under paragraph 1 above;
  - he/she is on half sick pay:  
he/she shall continue on half sick pay, but the closure period is not counted against his/her entitlement;
  - he/she has exhausted his/her sick pay entitlement and is not receiving any pay:  
he/she shall continue to receive no pay.
11. Where a teacher is either on half pay or is not receiving pay she/he may be put back on full pay by the procedure in paragraph 12 below.
12. When a teacher is ill immediately preceding a closure of the college, and has exhausted his/her sick leave entitlement, or is on less than full pay, and recovers during the period of closure, such teacher shall be deemed, for the purpose of calculating the amount of salary due, to have returned to duty on the day she/he is authorised medically fit to do so by means of a doctor's statement obtained for that purpose, provided she/he actually returns to duty on the first day after the period of closure. Where a teacher in these circumstances does not return to service on the first day after the period of closure she/he shall refund such sum as the college at their discretion may decide.
13. If, during the period of closure of a college a teacher falls ill and becomes entitled to Statutory Sick Pay or becomes, or would become, (but for election to be excepted from liability to pay contributions) entitled to claim any of the benefits referred to in paragraph 5 above, it shall be his/her duty to notify the college thereof (in accordance with paragraph 14 below as if the days of closure were college days) so that the college may either pay Statutory Sick Pay (where appropriate) or make the appropriate deductions.

**Conditions**

14. A teacher shall not be entitled to claim an allowance unless:
- (i) notification is made to the college as may be required, not later than the fourth working day of absence;
  - (ii) a doctor's statement is supplied not later than the eighth day of absence ;
  - (iii) subsequent doctor's statements are submitted at the same intervals as they are required for N.I. purposes and on return to duty in those cases where the absence extends beyond the period covered by the initial statement and at similar intervals during a period of entitlement to Statutory Sick Pay.

- (iv) in the case of prolonged absence, the teacher undertakes any examination that the college may require by an approved medical practitioner nominated by them, subject to the provisions of the Access to Medical Reports Act 1988 where applicable. The cost of the examination shall not be borne by the teacher.
  - (v) the teacher declares to the satisfaction of the college his or her entitlement to benefits under the relevant Acts as well as any alteration in the entitlement to such benefits.
15. When a teacher enters hospital or similar institution a doctor's statement on entry or discharge shall be submitted in the place of periodic statements.

### **Absences Arising from Accidents at Work**

16. In the case of absence due to accident attested by an approved medical practitioner to have arisen out of and in the course of the teacher's employment, including attendance for instruction at physical training or other classes organised or approved by the college or participation in any extra curricular or voluntary activity connected with the college, full pay shall in all cases be allowed, such pay being sick pay for the purposes of paragraphs 3 to 13 above, subject to the production of self-certificates and/or doctors' statements from the day of the accident up to the date of recovery, but not exceeding six calendar months, after which the case will be reviewed before a decision on any extension of the period of sick pay is made. Where the college decides to extend the period of sick pay, the teacher shall be paid half pay for a further period based on the entitlements to half pay set out in paragraph 1 above.
17. Absence resulting from such accidents shall not be reckoned against the teacher's entitlement to sick leave under paragraph 1 above, though such absences are reckonable for entitlement to Statutory Sick Pay.

### **Contact with Infectious Diseases**

18. When the approved medical practitioner attests that there is evidence to show a reasonable probability that an absence was due to an infectious or contagious illness contracted directly in the course of the teacher's employment, full pay shall be allowed for such period of absence as may be authorised by the approved medical practitioner as being due to the illness, and such absence shall not be reckoned against the teacher's entitlement to sick leave under paragraph 1 above though such absences are reckonable for entitlement to Statutory Sick Pay.
19. Where the absence is attested by the approved medical practitioner to be due to pulmonary tuberculosis and the teacher carries out an approved course of treatment full salary shall be paid in respect of the first twelve calendar months of the period of absence after attestation and further full or half-pay shall be allowed at the discretion of the college.
20. A teacher residing in a house in which some other person is suffering from an infectious disease shall at once notify the college and the teacher shall, if required, take such precautions as may be prescribed, provided that, if in the opinion of the approved medical practitioner, it is considered inadvisable, notwithstanding such precautions, for such teacher to attend duty, full pay shall be allowed during any enforced absence from duty, such pay being sick pay for the purpose of paragraphs 3 to 13 above. This provision will also apply where, in the opinion of an approved medical practitioner, it is inadvisable for a teacher to attend duty for precautionary reasons due to infectious disease in the workplace. The period of the absence under this paragraph shall not be reckoned against the teacher's entitlement to sick leave under paragraph 1 above, though such absences are reckonable for entitlement to Statutory Sick Pay.

**Absences Caused by Negligence**

21. If the absence of the teacher is occasioned by the actionable negligence of a third party in respect of which damages are recoverable, she/he shall advise the college forthwith and it shall be competent to the college to require the teacher to refund a sum equal to the aggregate of sick pay paid to him/her during the period of disability or such part thereof as is deemed appropriate but not exceeding the amount of the damages recovered. In the event of the claim for damages being settled on a proportionate basis, the college will require full details and will determine the actual proportion of sick pay to be refunded by the teacher.
22. If the college is of the opinion that the disability which has occasioned the teacher's absence from work is due to his/her conduct, or if the teacher has failed to observe the conditions of this scheme, or has been guilty of conduct prejudicial to his/her recovery, the payment of any sick pay under the scheme may be suspended by the college; provided that in any such case the college shall inform the teacher of the grounds upon which the payment of sick pay has been suspended and afford him/her an opportunity of submitting his/her observations thereon and at his/her request of appearing, and at his/her option for being represented, before the Principal or delegated alternate, who will thereupon decide whether the disability was due to the conduct of the teacher or whether she/he has failed without reasonable cause to observe the conditions of the Scheme, or has been guilty of conduct prejudicial to his/her recovery, in which case the teacher shall forfeit his/her right to any payment or further payment of sick pay in respect of that period of absence.
23. Sick pay shall not be paid in a case of accident due to active participation in sport as a profession unless the college decides otherwise, though Statutory Sick Pay may be payable.

## **Sick Pay For Support Staff – SFCF Guidance**

### **Scale of Allowances**

1. (a) Subject to the provisions of this Handbook, a member of staff absent from duty owing to illness (which includes injury or other disability) shall be entitled to receive an allowance in accordance with the following scale:

during 1 <sup>st</sup> year of service	1 months' full pay and (after completing 4 months' service) 2 months' half pay
during 2 <sup>nd</sup> year of service	2 months' full pay and 2 months' half pay
during 3 <sup>rd</sup> year of service	4 months' full pay and 4 months' half pay
during 4 <sup>th</sup> and 5 <sup>th</sup> years	5 months' full pay and of service 5 months' half pay
after 5 years' service	6 months' full pay and 6 months' half pay.

**Note:** For occupational sick pay entitlement record purposes [and without prejudice to the arrangements for self-certification days [paragraph (4)(a) below] and to any local agreements on “qualifying days” for statutory sick pay purposes] “one month” shall be deemed to be equivalent to 26 working days. Saturday being reckoned in all cases as a working day.

- (b) The college shall have discretion to extend the application of the above scale in exceptional cases and should review the position of members of staff at an early opportunity and before their entitlements to paid sick leave expire.
- (c) For the purposes of this paragraph, service in a temporary capacity shall be recognised.

### **Calculation of Allowance**

2. (a) The rate of allowance and the period for which it shall be paid in respect of any absence due to illness shall be ascertained by deducting from the period of benefit appropriate to his/her service on the first day of his/her absence the aggregate of the periods of absence due to illness during the twelve months immediately preceding the first day of absence. In aggregating the periods of absence no account shall be taken of any unpaid absence on sick leave.
- (b) For the purpose of ascertaining the appropriate period of benefit all previous continuous service shall be calculated.
- (c) The allowance payable under this Handbook to any member of staff shall not exceed the sum (if any) by which the total amount of benefits, allowances and payments referred to below falls short of full pay.

**Note:** Under the Social Security Contributions and Benefits Act 1992 the college will be required, subject to the provisions set out in that Act, to pay statutory sick pay to employees. State benefits will be payable from the Department of Work and Pensions in accordance with the Social Security acts and regulations. Accordingly there shall be offset against an allowance equal to full pay the following, as appropriate:

- (i) the gross amount of statutory sick pay receivable under the Social Security Contributions and Benefits Act 1992 as amended.
- (ii) the amount of sickness benefit and invalidity benefits receivable under the Social Security Contributions and Benefits Act 1992.
- (iii) the amount (if any) received as a treatment allowance from the Department of Work and Pensions. The dependency element only of the treatment allowance shall be deducted from sickness allowance. The member of staff will, therefore, be allowed to retain the personal element of his/her treatment allowance.
- (iv) in the case of half pay periods the allowance is a sum equal to half pay plus an amount equivalent to the statutory sick pay entitlement and other benefits receivable under (i) to (iii) so long as the total sum does not exceed full pay.
- (v) widows and married women exercising their right to be excepted from the payment of full rate National Insurance contributions shall be deemed to be insured in their own right for all National Insurance benefits.

**Note:** n accordance with the terms of the Social Security Contributions and Benefits Act 1992, widows and married women exercising such a right shall be entitled to receive SSP.

Where a widow or married woman has opted out of paying full National Insurance contributions the amount taken into account when calculating an allowance under the sick pay scheme will be the amount equal to the total state benefit and SSP receivable had full contributions been paid.

- (d) All members of staff shall be under an obligation to declare to the college their entitlement to benefit under (c) and any subsequent alteration in the circumstances in which such entitlement is based, in default of which the college shall be entitled to determine the benefit by reference to the maximum benefit obtainable.
- (e) For the purpose of assessing sickness pay, account should be taken of the insurance benefit actually received as distinct from the normal benefit receivable subject to the member of staff complying with the regulations as to the payment of contributions and the claiming of insurance benefit to the extent to which s/he is so required by his/her college.
- (f) So far as widows, widowers and widowed parents are concerned, regard should be paid in calculating the amount of sickness payment only to such part of the statutory sick pay or National Insurance benefit received as is in excess of the amount received by the member of staff from the Department of Work and Pensions in weeks of full normal employment.
- (g) Where a member of staff is receiving sickness pay, s/he should continue to receive such pay if a public holiday occurs during sick leave. Where a member of staff has exhausted his/her period of entitlement to sickness pay, no payment should be made (other than SSP if applicable) in respect of a public holiday occurring during his/her period of sick leave.
- (h) In determining the normal pay of a member of staff during sick leave, colleges should include regular payments for working arrangements other than normal hours.

### **Grant of Sick Pay to Victims of Crimes of Violence**

3. (a) Where a member of staff is absent from work because of an injury in respect of which a claim will lie to the Criminal Injuries Compensation Authority and the member of staff is otherwise qualified to receive sick pay in accordance with this paragraph, such sick pay shall be disbursed to him/her without his/her being required to refund any proportion of it from the sum which the Compensation Authority may award, and
- (b) Where an award has been made by the Compensation Authority, colleges should be free to discount wholly or partly the period of sick leave occasioned by the injury in calculating the member of staff's future entitlement to sick pay, as they may see fit on consideration of all the material circumstances.

### **Conditions**

- 4.(a) A member of staff who is prevented by illness from reporting for duty shall notify immediately the person prescribed for this purpose by the college. If his/her absence continues after the third day s/he shall provide further notification as to the nature and probable duration of his/her illness to the college. S/he shall provide a doctor's statement to the college not later than the eighth calendar day of absence. Subsequent doctor's statements shall be submitted to cover his/her absence if it extends beyond the period covered by the initial statement, at the same intervals as required for national insurance purposes and at similar intervals in respect of the period for which SSP is payable. Exceptionally the college may, in a particular case, require statements to be submitted at more frequent intervals. In cases where the first doctor's statement covers a period exceeding fourteen days or where more than one statement is necessary the member of staff must, before returning to work, obtain a final statement as to his/her fitness to resume duties.

The statements required should normally be those issued for national insurance purposes and if appropriate should be forwarded by the college without delay to the Department of Work and Pensions. On return to work where the absence has continued beyond three days a member of staff will certify, in writing if required, the reasons for all such absences up to and including seven days.

- (b) A member of staff entering a hospital or similar institution shall submit a doctor's statement on entry and on discharge in substitution for periodical statements.
- (c) A case of a serious nature, in which a period of sick leave on full pay in excess of the period of benefit under paragraph 1 would, by relieving anxiety materially assist a recovery of health, shall receive special consideration by the college.
- (d) An allowance shall not be paid in a case of accident due to active participation in sport as a profession, nor in a case in which the absence arises from or is attributable to a member of staff's own misconduct, unless the college by resolution decide otherwise.
- (e) A period of absence due to injury sustained by a member of staff in the actual discharge of his/her duty and without his/her own default shall not be recorded for the purposes of this Handbook.
- (f) A member of staff who is absent as the result of an accident shall not be entitled to an allowance if damages may be receivable from a third party in respect of such accident. In this event, the college may, having regard to the circumstances of the case, advance to the member of staff a sum not exceeding the sickness allowance provided under this Handbook, subject to the member of staff undertaking to refund to the college the total amount of such allowances or the proportion thereof represented in the amount of damages received. Any period of absence in such a case where a refund of the moneys advanced is made in full, shall not be recorded for the purposes of this Handbook. Where, however, the refund is made in part only, the college may at its discretion decide to what extent, if any, the period of absence may be so recorded.

- (g) The college may at any time require a member of staff who is unable to perform his/her duties as a consequence of illness to submit to an examination by a medical practitioner nominated by the college subject to the provisions of the Access to Medical Reports Act 1988 where applicable. Any expenses incurred in connection with such an examination shall be met by the college.
- (h) The provisions of this Handbook shall cease to apply to a member of staff on the termination of his/her employment in pursuance of the provision of the Superannuation Act applicable to his/her case, whether by reason of permanent ill-health, or infirmity of mind or body or by reason of age, but without prejudice to the right of a member of staff whose employment is terminated by reason of permanent ill-health or infirmity to receive the period of notice provided by his/her contract of service.
- (i) If it is reported to the college that a member of staff has failed to observe the conditions of this Handbook or has been guilty of conduct prejudicial to his/her recovery and the college is satisfied that there is substance in the report, the payment of the allowance shall be suspended until the college has made a decision thereon, provided that before making a decision the college shall advise the member of staff of the terms of the report and shall afford him/her an opportunity of submitting his/her observations thereon and of appearing or being represented before the Principal or delegated alternate. If the college decide that the member of staff has failed without reasonable excuse to observe the conditions of the Handbook or has been guilty of conduct prejudicial to his/her recovery, then the member of staff shall forfeit his/her right to any further payment of allowance in respect of that period of absence.

### **Reimbursement of Cost of Doctors' Statements**

5. Where for the purposes of qualifying for an allowance under this Handbook a college requires a doctor's statement from a member of staff, it is recommended that colleges reimburse any cost incurred in obtaining such doctors' statements.
- An employee prevented from attending work because of contact with an infectious disease will be entitled to receive normal pay. The period of absence must be certified by the employee's doctor but will not be regarded as sickness absence. However, an employee may be required to undertake flexible working arrangements (e.g., at home) if they are prevented from attending their normal workplace.