



PYRAMID
SCHOOLS TRUST

Working in partnership, so future generations achieve, belong and contribute

Staff Sickness Absence Policy

Edition 2: 31/01/2025

Document Control		
Edition	Issued	Changes from previous
1	18/10/2022	New policy. Approved by the Board of Trustees
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Statement of intent

The Pyramid Schools Trust is committed to maintaining the health, safety and welfare of its staff. We seek to provide a positive and healthy working environment, and recognise the value of our employees' work-life balance. Regular attendance at work is an integral part of each employee's contract of employment; however, we recognise that employees will, on occasion, have genuine and acceptable reasons to be absent from work. On those occasions, we will aim to support an employee during the period of absence, with the aim of assisting their return to work at the earliest opportunity.

We also understand that holidays are precious time away from the regular stress of work, and strongly encourage staff to take annual leave, where leave is not covered by the school holidays. We also recognise that, on occasion, leave may need to be taken due to unforeseen circumstances, and we will try our utmost to accommodate the needs of our staff.

This policy outlines provisions to minimise staff absence levels across the Trust, the Trust's duties regarding staff leave of absence, and the provisions for staff to follow when requesting leave, as well as information on how we support employees who are unable to attend work due to ill health. This policy also aims to provide a fair and consistent framework for managing attendance and informs all employees of their responsibilities regarding attendance at work.

In accordance with our obligations under the Equality Act 2010, we will make all reasonable efforts to allow employees with a disability that affects their attendance at work to continue their employment.

This policy is not contractual, however, the expectation is that the policy is adhered to unless there are extenuating circumstances.

1. Roles and responsibilities

The Trust Board is responsible for:

- Reviewing this policy and ensuring it is adhered to across the Trust.
- Ensuring that this policy is implemented fairly, consistently and in line with the board's equality duties.

The local governing committee is responsible for:

- Signing off any special leave requested by the headteacher, e.g. bereavement leave.

Headteachers will be responsible for:

- Implementing this policy in line with their statutory duties.
- Delegating the day-to-day responsibility of operating this policy to the member of staff responsible for monitoring staff absence.
- Delegating responsibilities to line managers, or other nominated members of staff within their setting, to sign off annual leave in line with this policy.

Line managers will be responsible for:

- Implementing this policy in line with their statutory duties.
- Briefing employees on the Trust's sickness absence procedures.
- Ensuring employees are supported throughout their period of leave and being a point of contact for any queries or problems they may have.
- Managing and signing off annual leave requests.
- Recording all sickness absence on notification.

Employees will be responsible for:

- Attending work when fit to do so.
- Complying with their school's notification of sickness absence procedures.
- Maintaining reasonable contact with their school and meeting with the school when required during periods of absence of four weeks or longer ("long-term sickness absence").
- If requested to do so by their school, attending occupational health (and potentially other medical) appointments.
- Requesting special leave as soon as possible.
- Arranging annual leave during school holiday periods. (Not applicable to term-time only contracts).
- Submitting annual leave requests to their line manager. (Not applicable to term-time only contracts).
- Arranging leave for a convenient time, i.e. not in conflict with other relevant staff leave.
- Adhering to this policy at all times.

2. Sickness Reporting

On the first day of absence, or before if known in advance, the employee shall personally notify the nominated member of staff within their setting, as soon as possible and no later than the time stipulated, in accordance with the individual procedures of their academy. They should explain the nature of their illness or injury and provide an estimate of when they will be able to return to work.

On subsequent days, where an absence continues, the member of staff must continue to inform the nominated member of staff of the situation. Employees should phone in daily to report their absence. In circumstances where it is known in advance that they will be off for more than one day (for example if they have been told by a medical professional to isolate or recuperate for a fixed period of time) then phoning in daily is not required, provided they communicate their known future absence with the nominated person, **and** the nominated person has confirmed that daily calls are not required. They should agree with their line manager on how and when to keep in touch and confirm contact details.

If a staff member is taken ill or injured while at work, they should report or be taken to their line manager, or nominated member of staff in your setting in line with your setting's procedures, to be given permission to leave work, if appropriate. Line managers should make arrangements for anyone who is unwell to be accompanied home or to receive medical treatment where necessary. Injuries sustained in the workplace should be recorded in the accident book and reported to the HSE if applicable.

If an employee does not report for work, and has not explained the reason for absence, then the employee should expect to be contacted by their line manager, or nominated member of staff in your setting in line with your setting's procedures, who will want to enquire about the employee's health and be advised, if possible, as to the employee's expected return date. This must not be treated as a substitute for reporting sickness absence. An absence that has not been notified in accordance with the sickness absence reporting procedure will be treated as unauthorised absence; this may result in sick pay being withheld and the implementation of the Trust's Staff Discipline and Conduct Procedure.

If an employee considers the absence arises from an accident at work they must immediately notify the Headteacher.

All employees must complete a self-certificate form (Appendix 3) detailing the reason for absence for any period of sickness absence up to seven calendar days. The self-certification form must be completed immediately upon return to work and returned to the nominated member of staff in their setting.

A medical certificate (a 'Statement of Fitness for Work' hereinafter called a 'Fit Note') must be provided from the eighth day of absence (including Saturdays and Sundays). This should be provided to the nominated person as soon as possible and, if absence continues further, Fit Notes should be provided to cover the whole period of absence, or from day eight where the first seven days are self-certified. Failure to do so may result in non-payment of sick pay (where applicable) and/or disciplinary action, if appropriate. Employees must continue to submit Fit Notes during closure periods.

Where the Headteacher requires a medical certificate ('Fit Note') from an employee, the employer shall, on provision of a receipt, reimburse the employee if a charge is made for the Fit Note.

3. General Return to Work Arrangements

Phased returns

An employee returns to work on a part-time basis following long-term sickness absence, with the expectation that they will be able to work their full contractual hours (or other such amended contractual hours as agreed) within a reasonable period of time. This would normally be a maximum of six weeks or as recommended by Occupational Health or medical advice, which will take account of any information provided on the Fit Note. During this time the employee will receive full pay.

If the employee returns to work with a Fit Note which states 'may be fit for work', the employee should notify their manager, and any other member of staff within your setting according to your procedures, immediately. The advice on the note will be discussed together with any additional measures that may be needed to facilitate the employee's return to work, taking into account the doctor's advice. Consideration will be given as to how the advice impacts the employee, the job, the workplace, service delivery, pupils, and colleagues. The doctor's comments, any of the return to work tick boxes, and any other action that could facilitate a return to work will be considered with due regard to the Equality Act 2010 and with the agreement of the Headteacher. Options may include:

- phased return to work;
- altered hours;
- amended duties;
- consideration of redeployment;
- workplace adaptations;
- other reasonable adjustments.

If a return to work is possible, the agreed action plan will be documented and implemented. If it is not possible to provide the support suggested by the doctor, the employee will remain on sick leave and will not normally need to return to their doctor to obtain a revised Fit Note unless this is required in the circumstances. A review date will be set.

Consideration will be given as to whether a risk assessment is required to ensure the health and safety of the employee in light of the reason for their ill health, for example, a stress, ergonomic, menopausal, or more general risk assessment may be required.

The employee may return to work before the expiry of a Fit Note without going back to see their doctor, even if their G.P has indicated that they need to assess them again. This will not breach the Trust's Employer's Liability Compulsory Insurance, providing a suitable risk assessment has taken place, if required.

4. Probationary Periods for Support Staff

All new support staff are subject to a probationary period. Sickness absence issues that arise during an employee's probationary period may be taken into account in determining whether or not the probationary period is completed satisfactorily, and this procedure (with the exception of the sickness absence reporting procedure) will not normally apply.

5. Early career teachers (ECTs) serving induction

Where an ECT has been absent for thirty days or more (or equivalent for part-time ECTs), per year of their induction, their induction period will be extended by the aggregate total number of days absent. If the ECT is unable to serve the extension in our trust, they will need to complete one or more terms in a new school or institution.

This does not apply to ECTs taking statutory maternity, paternity, shared parental, adoption, or parental bereavement leave.

6. Unauthorised Absence/False Information

Unauthorised absence will be dealt with under the Trust's Staff Discipline and Conduct Procedure and could result in disciplinary action, which may include dismissal.

The provision of any false information will be dealt with under the Trust's Staff Discipline and Conduct Procedure and could result in disciplinary action, which may include dismissal.

7. Attendance at Meetings

The employee must take all reasonable steps to attend meetings. Failure to do so without good reason may be treated as misconduct. At all formal meetings, employees will have the right to be accompanied and may choose to bring a companion to the informal stages. The employee's companion will be either a:

- colleague; or
- trade union official or accredited trade union representative.

If the employee (and/or their companion) is unable to attend at the time specified, the employee should immediately inform their line manager who will normally seek to agree an alternative time. Meetings will not normally be postponed beyond five working days. Depending on the circumstances, if an employee indicates that they are too unwell to attend a formal or informal meeting they will be given the option to:

- meet in another venue or at their home; or
- attend via telephone conference; or
- send a companion to represent them, providing appropriate written consent (though this will not normally apply in the case of informal meetings or discussions); or
- provide a written submission; or
- request that the meeting takes place in their absence.

If an employee fails to communicate their wishes with regard to the above, the meeting may take place in their absence with the outcome communicated to them in writing. Meetings will not, in normal circumstances, be postponed beyond five working days unless there is medical evidence that the employee is not medically fit to take part by any of the means described above; even if this is the case, the employer reserves the right to proceed with any necessary steps required to manage the specific case including holding meetings, as appropriate.

Any senior manager visiting an employee's home will be accompanied by another manager.

A meeting may be adjourned if the employee's line manager is awaiting receipt of information, needs to gather any further information, or give consideration to matters discussed at a previous meeting. The employee will be given a reasonable opportunity to consider any new information obtained before the meeting is reconvened.

8. Long-term Sickness Absence

Long term sickness absence is defined by the Trust as lasting four weeks or more. The management process should be started as soon as there is a reasonable expectation that the employee will be absent for a significant period of time.

The Headteacher or appropriate member of staff should make contact as early as possible, depending on the circumstances, and usually within four weeks of the absence commencing.

The aim of the communication is to keep in touch, to provide support, and help them return to their workplace when their health improves. Provide reassurance that anything they share about their health will be kept confidential, unless there are serious concerns for their wellbeing or that of others.

When contacting an employee, the Headteacher or appropriate member of staff will:

- be sensitive to their individual needs and circumstances and agree with the employee the method and frequency of contact.
- consider if an early referral to Occupational Health could be helpful and that the employee is aware of the support available from the Trust's Employee Assistance Provider.

9. Informal Procedure

Return to Work Discussion

The line manager will normally have a discussion with the employee on their return from a period of sickness absence. The purpose of this discussion is to determine the reason for the absence and, where appropriate, offer assistance and support. It is also an opportunity to identify any difficulties that the employee is experiencing in carrying out the duties of their post, allows the employee to raise any concerns or questions, and bring any matters to the manager's attention. The return to work discussion should be held in private as soon as possible after a period of sickness absence. When a note of the matters discussed at the meeting is made to record any action points, the employee will be provided with a copy. (Appendix 4)

Informal Sickness Absence Meetings

Informal sickness absence meetings may be arranged with employees whenever it is considered necessary, including if the employee has had:

- 3 occasions or 8 or more working days absence in a rolling 3 month period; and/or
- 4 occasions or 15 or more working days absence in a rolling 6 month period; and/or
- 5 occasions or 20 or more working days absence in a rolling 12 month period; and/or
- all long-term absences (over 20 consecutive working days); and/or
- unacceptable patterns of absence.

Pro-rata trigger points for part-time employees

Working days per week	8 day trigger	15 day trigger	20 day trigger
1	2	3	4
2	4	6	8
3	5	9	12
4	7	12	16
5	8	15	20

Where the calculation results in a decimal, the figure is rounded up to the next number of full days.

Adjustments may need to be considered where the employee is considered to have a disability that is impacting upon their attendance and Occupational Health can advise further, although it is for the Headteacher to decide what adjustments are reasonable. Certain conditions are recognised as a disability, such as cancer, HIV, MS; Occupational Health can advise if other conditions are likely to be covered e.g. migraines, menopause.

The purpose of the meeting is to agree a way forward, any action that will be taken, and a timescale for review and/or a further meeting under the sickness absence procedure, if this is required.

The line manager will, in normal circumstances, use the Sickness Absence Meeting Record form (Appendix 5) as the agenda for the meeting and will record salient points. The employee will be given a completed signed copy after the meeting.

A note taker may be present, but that will not normally be necessary.

Monitoring Period following Informal Sickness Absence Meeting

After conducting a sickness absence meeting, the line manager will review or monitor the employee's attendance for a further period, normally this will be for a period of not less than one month and no longer than three months. Further meetings may take place during the monitoring period if there are further instances of sickness absence.

The line manager will:

- assess the employee's absence record and its impact;
- attempt to establish reasons for any ongoing absence/s;
- with the agreement of the Headteacher, offer assistance to the employee (e.g., Occupational Health, Employee Assistance/Counselling);
- consider what, if any, measures might improve the employee's health and/or attendance, to support the employee and improve the employee's attendance record.

During the monitoring period, the Headteacher/line manager, or delegated member of staff within your setting, may require that any period of absence is covered by a medical certificate (Fit Note). If the employee has a fit note that states 'may be fit for work', the process in section 3 will also be followed. If the suggested support cannot be reasonably accommodated in order to facilitate the employee's return to work, a decision may be made to move to the formal part of the procedure.

Informal Stage Review Period Evaluation

If, at the end of the review period, the employee's level of attendance has improved to acceptable standards, no further action will be taken under this procedure, unless an acceptable level of attendance is not sustained during the next six months.

The decision to take no further action will be confirmed in writing, normally within five working days of the end of the review period. This letter will also confirm that the improved attendance must be sustained consistently during the next six months and explain that if there are further unacceptable periods of absence, the Sickness Absence Procedure may be invoked at Stage 1 of the formal procedure. A copy of this letter will be kept on the employee's personnel file for six months.

If, at the end of the review period, the employee's attendance has not improved to acceptable standards then:

- the issue will be referred to Stage 1 of the formal procedure; or
- in exceptional circumstances, if appropriate, the review period will be extended.

10. Formal Procedure

Stages in the Process

There are three stages in the formal process. The procedure can end at any point in the process if there is sustained improvement. If further unacceptable periods of absence arise within twelve months of a formal meeting being held, the procedure may resume at the next stage. The Stage 1 meeting would normally be with the employee's link to the Senior Leadership Team, the Stage 2 meeting with the Deputy Headteacher, and the Final Formal meeting with a panel consisting of the Headteacher, at least one member of the Local Governing Committee, and an HR advisor.

Preparation for Stage 1 Formal Meeting

The member of the Senior Leadership Team will arrange a formal meeting with the employee and give them five working days' notice, in writing, of:

- the reason for the meeting, outlining the concerns about the employee's attendance;
- the date, time, and location of the meeting;
- who will be conducting the meeting and who else will be present;
- copies of any documents to be referred to, including any previous action plans;
- the employee's right to be accompanied by a companion and to refer to any documents/other parties if they wish; and
- the requirement for the employee to provide at least two working days before the meeting:
 - ❖ the name of their representative (if applicable); and
 - ❖ copies of any papers to be referred to and other parties to be called (if applicable).

Stage 1 Meeting

At the Stage 1 meeting the member of the Senior Leadership Team will explain the purpose of the meeting. The following points are by way of guidance only:

- discuss the reasons, including any underlying causes for the employee's absence;
- explain how the employee's attendance has been assessed as unacceptable and the effect on teaching and learning, service delivery, and colleagues;
- review the results of the informal procedure, including any measures taken to support the employee so far. Include any reasonable adjustments, if appropriate, any work-related issues and consider the content of any medical reports and advice received;
- discuss the likelihood of further absences, if absent on a number of occasions, or how long the absence is likely to last, if absent on long-term sickness absence;

- seek agreement from the employee for a referral to Occupational Health if this is required and/or appropriate in the circumstances;
- where the employee is able to return from long-term sick leave, whether to their job or a redeployed job if possible and/or appropriate, agreeing a return to work programme;
- give the employee and/or any companion the opportunity to explain any mitigating circumstances; and
- discuss the way forward and determine an action plan that clearly identifies:
 - ❖ the improvements necessary to achieve satisfactory levels of attendance;
 - ❖ the timescale for improvement;
 - ❖ how attendance will be measured/monitored;
 - ❖ any additional support/training to be provided; and
 - ❖ the review period, (normally this will be for a period of not less than one month and no longer than three months);

The member of the Senior Leadership Team will write to the employee, normally within five working days of the Formal Stage 1 meeting, to:

- confirm the action plan in writing; and
- advise the employee that if they fail to achieve the improvements in the review period then, unless the circumstances otherwise require, a Stage 2 meeting will be arranged.

Stage 1 Review Period

The member of the Senior Leadership Team will ensure that during the review period, the employee's attendance is closely and objectively monitored. Normally, if practicably possible, regular supervision meetings will be held between the employee and the appropriate manager to ensure:

- effective monitoring;
- appropriate support is given to the employee;
- positive feedback is given where possible; and
- if further periods of non-attendance are identified, the reasons are discussed.

Notes of the monitoring process will normally be kept by the appropriate manager and a copy provided to the employee. The notes may be referred to at Stage 2 of the procedure.

Stage 1 Review Period Evaluation

If, at the end of the review period, the employee's level of attendance has improved to acceptable standards, no further action will be taken under this procedure, unless an acceptable level of attendance is not sustained during the next twelve months.

The decision to take no further action will be confirmed in writing, normally within five working days of the end of the review period. This letter will also confirm that the improved attendance must be sustained consistently during the next twelve months and explain that if there are further unacceptable periods of absence, the Sickness Absence Procedure may be

invoked at Stage 2. A copy of this letter will be kept on the employee's personnel file for twelve months.

If, at the end of the review period, the employee's attendance has not improved to acceptable standards then:

- the issue will be referred to Stage 2 of the procedure; or
- in exceptional circumstances, if appropriate, the review period will be extended.

Preparation for a Stage 2 Meeting

The member of the Senior Leadership Team or Deputy Headteacher will arrange a formal meeting with the employee and give them five working days' notice, in writing, of:

- the reason for the meeting, outlining the outstanding concerns about the employee's level of attendance due to ill-health;
- the date, time, and location of the meeting;
- who will be conducting the meeting and who else will be present;
- any documents to be referred to, which may include, as appropriate, previous action plans, notes of the monitoring process, copies of reports received from Occupational Health or other medical specialists; and
- the employee's right to be accompanied by a companion as above, to call other parties, and to refer to any documents they wish, copies of which should be sent to the appropriate manager at least two working days in advance of the meeting.

Stage 2 Meeting

At the meeting, the Deputy Headteacher may (with advice from an HR Adviser where necessary) and by way of guidance only:

- explain the purpose of the Stage 2 meeting;
- review, as appropriate:
 - ❖ the ways in which the employee has been assessed as not meeting the expected levels of attendance due to ill-health;
 - ❖ the process so far under the [sickness absence] procedure;
 - ❖ any opportunities for return or redeployment that have been identified and where identified, the outcome of discussions with the employee;
 - ❖ levels of attendance expected;
 - ❖ notes of the formal Sickness Absence meetings, records of home visits or other meetings plus any other information relating to the informal action taken;
 - ❖ the previous monitoring of attendance and steps taken under any appropriate action plans;
 - ❖ medical advice received from Occupational Health or other medical specialists; and
 - ❖ measures taken by management to support the employee, e.g. reasonable adjustments, if applicable.
- discuss with the employee and their companion whether the employee has been assessed as achieving the required improvements in attendance;

- review the effect of the unsatisfactory level of attendance on teaching and learning, service delivery, and work colleagues;
- explore, as appropriate, the potential for the employee to achieve a sustained improvement in attendance;
- consider the employee's ability to return to/remain in their job in view both of their capabilities and the school's needs and any adjustments that can reasonably be made, if appropriate, to their job to enable them to do so;
- give the employee and/or their companion the opportunity to answer the points made and to give an explanation or put forward any mitigating circumstances;
- if appropriate, inform the employee that they may wish to consult their pension scheme provider with regard to ill health benefits; and
- discuss the way forward and review the action plan put in place at Stage 1 that clearly identifies:
 - ❖ the improvements necessary to achieve satisfactory levels of attendance;
 - ❖ the timescale for improvement;
 - ❖ how attendance will be measured/monitored;
 - ❖ any additional support/training to be provided; and
 - ❖ the review period, (normally this will be for a period of not less than one month and no longer than three months).

The manager will write to the employee, normally within five working days of the Formal Stage 2 meeting, to:

- confirm the reviewed action plan in writing; and
- advise the employee that if they fail to achieve the improvements in the review period then, unless the circumstances otherwise require, a Final Formal meeting will be arranged where dismissal will be considered.

Stage 2 Review Period

The appropriate manager will ensure that during the review period, the employee's attendance is closely and objectively monitored. Normally, if practicably possible, regular supervision meetings will be held between the employee and the appropriate manager to ensure:

- effective monitoring;
- appropriate support is given to the employee;
- positive feedback is given where possible; and
- if further periods of non-attendance are identified, the reasons are discussed.

Notes of the monitoring process will normally be kept by the appropriate manager and a copy provided to the employee. The notes may be referred to at the final stage of the procedure.

Stage 2 Review Period Evaluation

If, at the end of the review period, the employee's level of attendance has improved to acceptable standards, no further action will be taken under this procedure, unless an acceptable level of attendance is not sustained during the next twelve months.

The decision to take no further action will be confirmed by the appropriate manager in writing, normally within five working days of the end of the review period. This letter will also confirm that the improved attendance must be sustained consistently during the next twelve months and explain that if there are further unacceptable periods of absence the Sickness Absence Procedure may be invoked at the Final Formal Stage. A copy of this letter will be kept on the employee's personnel file for twelve months.

If, at the end of the review period, the employee's attendance has not improved to acceptable standards then:

- the issue will be referred to the Final Formal Stage of the procedure; or
- in exceptional circumstances, if appropriate, the review period will be extended.

Where the employee is in a Pension Scheme, it may be more appropriate to explore eligibility for ill-health retirement prior to convening a Final Formal meeting.

Preparation for a Final Formal Stage Meeting

The Headteacher will arrange the Final Formal meeting with the employee and give them five working days' notice, in writing, of:

- the reason for the meeting, outlining the outstanding concerns about the employee's level of attendance due to ill-health;
- the date, time, and location of the meeting;
- who will be conducting the meeting and who else will be present;
- any documents to be referred to, which may include, as appropriate, previous action plans, notes of the monitoring process, copies of reports received from Occupational Health or other medical specialists;
- the employee's right to be accompanied by a companion as above, to call other parties and to refer to any documents they wish, copies of which should be sent to the appropriate manager at least two working days in advance of the meeting; and
- the possible consequences of the meeting, i.e. that it may result in the employee's dismissal, if appropriate.

Prior to the meeting, all parties will be given copies of any relevant written information that will be used to consider the decision. This will normally include:

- a report summarising the ill health record and the sequence of events leading up to the decision to convene the Final Formal Review Meeting;
- a chronology of key issues/events relating to the health of the employee;
- details of any adaptations, adjustments, or support that have been put in place with relevant dates. This is of particular significance where the employee has a known disability
- advice and opinion from the school's OH Provider. This may include advice on likely eligibility for ill-health retirement;
- notes of any meetings that have been held with the employee;
- details of any consideration given to redeployment including outcomes;
- a summary of the impact of the absence on the school; and
- a copy of this Staff Sickness and Absence Policy.

Final Formal Meeting

At the meeting, the Headteacher may and by way of guidance only:

- explain the purpose of the Final Formal meeting;
- review, as appropriate:
 - ❖ the ways in which the employee has been assessed as not meeting the expected levels of attendance due to ill-health;
 - ❖ the process so far under the [sickness absence] procedure;
 - ❖ any opportunities for return or redeployment that have been identified and where identified, the outcome of discussions with the employee;
 - ❖ levels of attendance expected;
 - ❖ notes of the formal Sickness Absence meetings, records of home visits or other meetings plus any other information relating to the informal action taken;
 - ❖ the previous monitoring of attendance and steps taken under any appropriate action plans;
 - ❖ medical advice received from Occupational Health or other medical specialists; and
 - ❖ measures taken by management to support the employee, e.g. reasonable adjustments if applicable.
- discuss with the employee and their companion whether the employee has been assessed as achieving the required improvements in attendance;
- review the effect of the unsatisfactory level of attendance on teaching and learning, service delivery, and work colleagues;
- explore, as appropriate, the potential for the employee to achieve a sustained improvement in attendance; and give the employee and/or their companion the opportunity to answer the points made and to give an explanation or put forward any mitigating circumstances.

Final Formal Stage Decision

Following the discussions, the panel will adjourn the meeting to consider the options available including, without limit and for guidance only:

- to take no further action under the procedure;
- to set a further/final review period to allow for additional monitoring and/or additional management support. A further Final Formal meeting may be held at the end of this review period. If attendance is not satisfactory by that time, then the employee may be dismissed. If, at the end of this review period, the employee's level of attendance has improved to acceptable standards, no further action will be taken under this procedure, unless an acceptable level of attendance is not sustained during the next twelve months. If there are further unacceptable periods of absence the Sickness Absence Procedure may be invoked at the Final Formal Stage. A copy of the letter outlining this will be kept on the employee's personnel file for twelve months.
- to dismiss the employee for lack of capability due to ill health, ensuring that alternative work options have already been explored or will be explored during the

employee's notice period, that there is no prospect of their return within a reasonable timeframe, or that they will be able to achieve or sustain their attendance.

Dismissal

If the decision at the Final Formal Stage (or a deferred Final Formal meeting, if applicable) is to dismiss the employee, the Headteacher will inform the employee and their companion, that the employee is dismissed, with the required contractual or statutory notice.

The Headteacher will confirm in writing, to the employee within five working days, or as soon as reasonably practicable thereafter:

- that they have been dismissed;
- the grounds for dismissal and the reasons;
- the required contractual or statutory notice due (or payment in lieu of notice where applicable) and the date the dismissal will be effective;
- the employee's right of appeal against the dismissal to an Appeal Committee of the Local Governing Committee.

Termination will normally be with full notice or payment in lieu of notice. In some cases, it may not be appropriate for the employee to work during their notice period. Further, the contract may provide that the employee remains at home on 'garden leave' or this may be agreed between the parties. A Fit Note must be provided that covers the employee's notice period.

Appeals

An employee has the right to appeal against a dismissal decision. Any appeal must be submitted to the Clerk to the Governors, of the Local Governing Committee, within five working days of receipt of the letter confirming the dismissal and must clearly state the grounds for appeal. All appeals against dismissal will be heard by the Appeal Committee of the Local Governing Committee. The purpose of an appeal hearing is to review the decision made to dismiss the employee and to decide if this decision was reasonable in all the circumstances. The appeal hearing will normally be held within twenty working days of receipt of the notification, and the employee will have the right to representation at the hearing by a companion.

The Appeal Committee of the Local Governing Committee has the authority to:

- uphold the appeal (i.e. to reinstate the employee); and/or
- issue a lesser level of management action, e.g. to:
 - ❖ drop the formal process;
 - ❖ refer to a lower stage in the formal process; and/or
 - ❖ reduce standards of attendance or targets set in the action plan; or
 - ❖ dismiss the appeal, i.e., the decision to dismiss remains in force.

The date that any dismissal takes effect will not be delayed pending the outcome of an appeal. However, if the appeal is successful, the decision to dismiss will be revoked with no

loss of continuity or pay. The decision of the Appeal Committee of the Local Governing Committee is final. The employee has no further right of appeal.

11. Ill-Health Retirement

Instances of ill-health retirement can arise either by direct application from an individual employee or through investigation into absence problems. Ill-health retirement is only applicable if medical opinion confirms the individual as permanently unfit and all other options have been exhausted. The processes involved will depend on whether the employment of the individual concerned is subject to the Local Government Pension Scheme (LGPS) or to the Teachers' Pension Scheme (TPS). At the point of application for ill-health retirement, any capability procedures invoked will be temporarily suspended for an agreed period, with the right reserved by the Headteacher to reinstate the procedures should the application be unsuccessful.

Ill-health Retirement - Teaching Staff

[Teachers' Pension's Ill-Health Retirement Guide](#) provides the information that is necessary to know when a teacher considers applying for ill-health retirement with the TPS.

If a teacher's application for early retirement on the grounds of ill-health is not successful then other options including dismissal on the grounds of incapability through ill health will be considered and the procedure set out in this policy will be followed.

Ill-health Retirement - Non-Teaching Staff (LGPS)

Information on Ill-Health Retirement within the Local Government Pension Scheme can be found at <https://www.lgpsmember.org/your-pension/planning/ill-health-retirement/>.

If an employee wishes to be considered for ill-health retirement the Headteacher should refer the individual to the Trust's OH Provider.

If the employee is a member of the Local Government Pension Scheme and ill-health retirement is recommended by the Occupational Health Physician, the school must decide whether to accept the recommendation for the ill-health pension to be paid; and to end employment on the grounds of ill health.

A Final Formal Review Meeting will then be conducted with the advice of the school's HR Provider at which the recommendation for Ill Health Retirement from the LGPS and dismissal can be considered.

The member of support staff will have a right of appeal to the Local Governing Committee against the decision to dismiss and a separate right to appeal against the pension decision. If they wish to appeal against the pension decision they must do so using the Pensions Internal Disputes Resolution Procedure.

If a member of the support staff holds more than one post either within one school or in more than one school, a separate recommendation and decision will need to be reached for each post.

If early retirement on the grounds of ill health is not recommended, then other options including dismissal on the grounds of incapability through ill health will be considered and the procedure set out in this policy will be followed.

12. Annual Leave (Not applicable to term-time only contracts)

School support staff who are employed throughout the year are entitled to annual leave.

School support staff employed term time only, are required to take their holidays during school closures, and although they do not have an annual leave entitlement, they receive a payment included in their salary for holiday pay (pro rata for part-time staff).

Annual leave entitlement does not apply to teaching staff as they are required to take their holidays during school closures and have their working time defined under the School Teacher's Pay and Conditions Document.

The annual leave year runs from 1 April to 31 March. Annual leave must be approved by line management and can only be taken at times convenient to the service, as it is not possible for everyone to take leave at the same time.

New entrants to local government (or from any organisation not covered by the Redundancy Payments Modification Order (Local Government) 1983 (as amended)) are not entitled to take leave until they have completed 6 months' service. If leave has been taken in the initial 6 months, for whatever reason, and the employee leaves, the salary that has been paid in respect of leave taken will be deducted from the final month's salary.

New entrants build up leave entitlement proportionate to the completed months of service during the leave year in which employment commences. In such circumstances, leave may be carried forward to the following year. For all other employees, leave should not be carried forward without the express permission of line managers.

Annual leave will be taken by mutual agreement, other than in those services where the agreement already provides that holidays are taken during particular periods.

Annual leave will be taken on a pro-rata basis for part-time employees. Payment in lieu will be made in the following circumstances where the employee has been unable to take their annual leave prior to leaving the Trust:

- long term sickness absence up to the date of leaving.
- the governing committee requiring the employee to work up to their leaving date due to the requirements of the service.
- a redundancy situation.
- resignation after maternity leave.

The above does not extend to situations where an employee has deliberately chosen not to take the balance of annual leave to which they were entitled.

Employees have a right to book and take annual leave while they are on sick leave. They have no right to be paid in lieu of holidays not taken, unless their employment terminates.

Taking annual leave whilst on sick leave does not constitute a return to work and therefore does not trigger an increase in sick pay entitlement.

An employee who falls sick during annual leave shall be regarded as being on sick leave from the date of a doctor's statement. They shall be entitled to take the balance of holiday at a later date after return to work.

Where a public or extra-statutory day occurs during sickness leave no substitute public or extra-statutory holiday will be given.

Employees may carry over up to five days' annual leave from one leave year to the next, with the prior agreement of line management.

13. Leave of Absence

Any request for leave of absence must be submitted in writing to the relevant member of staff as soon as possible and, if possible, at least five working days prior to the request date. (The request should be made on the correct form or in extenuating circumstances by letter or by email.) All requests should include the full circumstances of the event. Any request for leave of absence will be answered in writing with reasons for refusal if it is not granted, and indicating whether it is paid or unpaid leave. If it is granted, teaching staff should set appropriate cover work to cover the period of absence.

Bereavement Leave

Each school will respond sympathetically to requests. Employees are entitled to one day with pay to attend the funeral of any relative or person with whom there has been a close relationship. Extra leave, of up to five days in total, may be granted with pay, depending on the individual reasons for such leave in each case. Factors, which may be taken into account in deciding the actual amount of leave to be granted, include:

- the closeness of the relationship (spouse, partner, child, parent, brother/sister, parent/son/daughter in law, grandparent, or a person who stands in loco parentis to that member of staff or vice versa);
- the distance which would have to be travelled to attend the funeral (e.g. abroad);
- the cultural context;
- whether the employee is responsible for making funeral arrangements as next of kin or executor.

These contextual factors should be included in the request for leave of absence.

Carers Leave

Carers leave is granted in accordance with the statutory guidelines.

Compassionate Leave

Compassionate leave is difficult to define. It would normally be applied to necessary absence from work to cover personal emergency situations or other serious personal difficulties which arise. Compassionate leave would normally be granted to cover absences which could not be predicted in advance.

Domestic Emergencies/Unavoidable Personal Business

Arrangements should be made out of school hours or by a third party where at all possible. When dealing with an unavoidable emergency e.g. a burst pipe, leave of absence will be granted on the day of the emergency and only for the minimum amount of time to make essential arrangements. If additional leave is granted, it will be unpaid.

Elections

If an employee is a candidate in elections, then political activities must not take place in employer's time.

All employees should be cautious and prudent about any activities during the school day; where an activity is legitimate according to the letter of the law (e.g. canvassing at lunch breaks) this may still give rise to concerns and complaints and is therefore counselled against.

Employees must not use school facilities for political activities (i.e. telephones, notice boards etc.).

The display of political posters on school property is prohibited.

Employees should remember that irrespective of how strong their own political views may be, it is likely that they will have to work with people of all political persuasions and therefore keeping counsel on political issues during the school day is a wise course of action.

Local Elections

An employee who is a candidate in a local election may, at the discretion of the Headteacher, be granted unpaid leave on the day of polling only.

Elective Surgery

Any leave for elective surgery is likely to be unpaid.

Late Return from Holiday

Employees who are delayed in returning from leave/holiday through circumstances beyond their control, e.g. civil disturbance, transport strikes, illness/accident may be asked to produce written evidence of the reason for their late return.

Illness of Children/Close Relative (Time off for Dependants)

In emergency situations (e.g. where an employee's child is taken ill or if the person providing childcare is ill) immediate time is granted if there is no other emergency childcare available and all other possibilities have been exhausted. One days' pay is allowed in relation to any one illness – up to three days total in any rolling twelve month period.

Any further absence will be unpaid. The frequency of such absences may lead to a trigger point for action being met (three times in a school year).

Employees may also take time off for dependants to enable them to make any necessary longer term arrangements. A sick dependant is someone who is the employee's:

- Spouse
- Partner
- Child
- Parent
- Person who stands in place of a parent to that employee or vice versa
- Person resident with the employee at the time of illness (for example elderly aunt or grandparent).

Parents attending a statement review for a child with special educational needs should be granted one further day of paid leave.

INSET Delivery

Employees may be granted leave with pay, at the Headteacher's discretion, in order to deliver INSET. Payment for such work must be made to the school to cover supply costs.

Interviews

Employees will be granted leave with pay for interviews, which are part of the formal selection process. After three days in any rolling twelve month period, pay will be at the Headteacher's discretion.

Jury Service

Employees receiving a summons to serve on a jury must report this to the Headteacher who will grant leave of absence unless exemption from jury service is secured; employees will continue to be paid a full salary.

When not needed by the court, the employee should return to work.

Maternity Appointments

Leave will be granted for such appointments. The Trust recognises the desire for employees to be present at key maternity appointments for their partners, or in other exceptional circumstances, and will grant up to two days of paid absence for such appointments. Requests beyond this number may be granted in exceptional circumstances and may be unpaid.

Maternity Leave

Maternity leave is granted in accordance with the statutory guidelines.

Medical Appointments/Dental Appointments

We acknowledge medical appointments cannot always be scheduled outside normal school hours, however, employees should make every effort to do so. Written confirmation of the appointment should be attached to the request form.

Appointments for dependants (see above definition) of employees: three times in every rolling twelve months will be permitted. Over and above this leave will be unpaid.

Necessary paid time off shall be granted for the purpose of cancer screening.

IVF treatment/Fertility Treatment

Any application for leave of absence to undergo IVF treatment will be handled sensitively and compassionately, taking into account the probable emotional impact on a member of staff leading up to, during, and following treatment. Employees, whenever possible, should be encouraged to arrange treatment outside of school hours or outside term time.

In the event that it is not possible to arrange treatment outside of school time, the Headteacher may, at their discretion grant up to five days paid leave in any one year on compassionate grounds.

If treatment is unsuccessful and further absences are required within any one year period the Headteacher may, at their discretion, grant unpaid leave of absence.

If an employee becomes incapacitated from work and the reasons for this are linked to their fertility treatment, then the absence should be recorded separately from other sickness absences and disregarded when monitoring and managing sickness absence. In such cases, the normal procedures for notification of sickness and sick pay should apply.

Moving Home

A maximum of one working day's leave with pay is allowed in any school year.

Participation in Special Events

Where an individual has been invited to participate at a national or international level, up to three days paid leave may be allowed. Any time needed beyond this will be unpaid at the Headteacher's discretion.

Parental Leave

Parental leave is granted in accordance with the statutory guidelines.

Paternity Leave

Paternity leave is granted in accordance with the statutory guidelines.

Professional Development

All requests for leave relating to Professional development will be considered. Paid leave will be granted in line with Teachers' Pay and Conditions, and NJC for Local Government Services National Agreement on Pay and Conditions of Service.

Any additional requests will be granted at the headteacher's discretion.

Professional Qualifications and Examinations

One day's leave is allowed for employees needing to take examinations. These will be paid as long as it is a relevant professional qualification. Additional leave may be granted at the Headteacher's discretion.

Public Duties

These will usually be paid.

Religious Holidays

Leave of absence will be granted for official religious holidays and festivals, which fall within school time. Up to three days a year will be as paid leave. Anything over three days will be unpaid leave.

Service with Auxiliary Forces

Volunteer members of the UK Armed Forces are allowed five days paid leave to attend an annual camp. Teaching staff are only granted paid leave if the force's unit cannot arrange exercises during holiday periods. Any additional leave is at the Headteacher's discretion. Where an allowance is payable, this should be claimed and paid to the school.

Shared Parental Leave

Shared Parental leave is granted in accordance with the statutory guidelines.

Significant Events e.g. graduation, retirement etc.

One day's paid leave will be granted to employees attending their own or their child's graduation where these take place during school time.

Teacher Exchanges/Secondments

Requests to take part in teacher exchanges will be considered, on an individual basis, by the Headteacher and Local Governing Committee.

Television or Radio Broadcasts

Leave may be granted, depending on the circumstances, at the discretion of the Headteacher.

Trade Union Duties

Paid leave is allowed in order to carry out official union duties and will be granted in line with local and national agreements.

Weddings

Employees are asked to arrange their own wedding out of school term time.

Employees requesting to attend the wedding of a close relative (parent, brother, sister, offspring, a person who stands in loco parentis to that employee or vice-versa) will be granted one day's paid leave for the wedding day if it takes place on a school day, where the employee has no control over the date of the event. In certain circumstances (e.g. where there is considerable distance to travel), at the Headteacher's discretion, a further day's unpaid leave may be granted.

In certain circumstances (e.g. where there is a close personal relationship) one day's unpaid leave may be granted for attendance at any other wedding.

Witnesses in Legal Proceedings

Paid leave shall be granted where an employee is subpoenaed to be a witness in legal proceedings. An employee attending voluntarily as a witness in legal proceedings not connected with school business may be granted unpaid leave of absence.

14. Unauthorised Absence

Any employee taking leave of absence without the prior consent of the Headteacher, or found to have falsified the details of their absence, will be subject to an investigation under the Trust's Disciplinary procedure.

Appendix 1 Sickness Scheme Non-Teaching Staff

The scheme is intended to supplement Statutory Sick Pay and Incapacity Benefit, Employment and Support Allowance, or equivalent social security benefit so as to maintain normal pay during defined periods of absence on account of sickness, disease, accident, or assault.

Absence in respect of normal sickness is entirely separate from absence through industrial disease, accident, or assault arising out of or in the course of employment. Periods of absence in respect of one shall not be set off against the other for the purpose of calculating entitlements under the scheme.

Employees are entitled to receive sick pay for the following periods:

During 1st year of service	1 month's full pay and, after completing 4 months' service, 2 months' half pay
During 2nd year of service	2 months' full pay and 2 months' half pay
During 3rd year of service	4 months' full pay and 4 months' half pay
During 4th and 5th year of service	5 months' full pay and 5 months' half pay
After 5 years of service	6 months' full pay and 6 months' half pay

The Trust shall have discretion to extend the period of sick pay in exceptional cases.

The period during which sick pay shall be paid, and the rate of sick pay, in respect of any period of absence shall be calculated by deducting from the employee's entitlement on the first day the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence.

In the case of full pay periods sick pay will be an amount which when added to Statutory Sick Pay and Incapacity Benefit, Employment and Support Allowance or equivalent social security benefit receivable will secure the equivalent of normal pay.

In the case of half pay periods sick pay will be an amount equal to half normal earnings plus an amount equivalent to Statutory Sick Pay and Incapacity Benefit, Employment and Support Allowance or equivalent social security benefit receivable, so long as the total sum does not exceed normal pay.

Normal pay includes all earnings that would be paid during a period of normal working, but excluding any payments not made on a regular basis.

The Employment and Support Allowance or equivalent social security benefits to be taken into account for the calculation of sick pay are those to which an employee is entitled on the basis that the employee has satisfied so far as is possible:

- (i) the conditions for the reporting of sickness as required by the Trust;
- (ii) the claiming of benefits

- (ii) the obligation to declare any entitlement to benefits and any subsequent changes in circumstances affecting such entitlement.

An employee who is prevented from attending work because of contact with infectious disease shall be entitled to receive normal pay. The period of absence on this account shall not be reckoned against the employee's entitlements under this scheme.

If an employee abuses the sickness scheme or is absent on account of sickness due or attributable to deliberate conduct prejudicial to recovery or the employee's own misconduct or neglect or active participation in professional sport or injury while working in the employee's own time on their own account for private gain or for another employer sick pay may be suspended. The Trust shall advise the employee of the grounds for suspension and the employee shall have a right of appeal to the appropriate committee of the Trust. If the Trust decides that the grounds were justified then the employee shall forfeit the right to any further payment in respect of that period of absence. Repeated abuse of the sickness scheme should be dealt with under the disciplinary procedure.

Appendix 2 Sick Pay Scheme Teaching Staff

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

During 1st year of service	Full pay for 25 working days and after completing four calendar months' service, half pay for 50 working days
During 2nd year of service	Full pay for 50 working day and then half pay for 50 working days
During 3rd year of service	Full pay for 75 working days and half pay for 75 working days
During 4th and subsequent years of service	Full pay for 100 working days and half pay for 100 working days

For the purpose of the sick pay scheme, "service" includes all aggregated teaching service with one or more employer.

Each employer has discretion to exceed the minimum entitlement for sick leave and should review the position of teachers at an early opportunity and before their entitlements to paid sick leave expire.

For the purpose of this scheme, "working days" means teaching and non-teaching days within "directed time", as specified under paragraph 40 of the School Teachers' Pay and Conditions Document

Sick pay shall include, where appropriate, Statutory Sick Pay and shall not exceed the full (ordinary) pay of the teacher under the contract of employment.

For the purposes of calculating a teacher's entitlement during a year under paragraph 2, a year is deemed to begin on April 1 of each year and end on March 31 of the following year. Where a teacher starts service after 1st April in any year, the full entitlement for that year will be applicable. Where a teacher is on sick leave on 31st March in any year, no new entitlements shall begin until the teacher has resumed duty and the period from April 1st 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 employer, any sick pay paid during the current year by the previous employer shall be taken into account in calculating the amount and duration of sick pay payable by the new employer.

Two half school days shall be deemed to be equivalent to one working day. Whilst sickness during school holidays will not affect the period of a teacher's entitlement to sick leave under the above, it will be relevant so far as deduction of benefit is concerned. Thus the same deductions applicable to a teacher in respect of sickness on working days will be applicable in respect of sickness during a closure period.

The rate of sick pay applicable to a teacher in respect of sickness during the closure of a school is the rate applicable to them on the last day before the closure. Where a teacher, therefore, is ill immediately preceding a closure period and:

- they are on full sick pay, they will continue on full sick pay but the closure period is not counted against their entitlement of the above;
- they are on half sick pay, they will continue on half sick pay but the closure period is not counted against their entitlement;
- they have exhausted their sick pay entitlement and are not receiving any pay, they will continue to receive no pay.

When a teacher is ill immediately preceding the closure of the School and has exhausted their 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 they are authorised medically fit to do so by means of a doctor's statement obtained for that purpose, provided they actually return to duty on the first day after the period of closure. Where a teacher in these circumstances does not return to duty on the first day after the period of closure they shall refund such a sum as the employer at their discretion may decide.

SICKNESS ABSENCE SELF-CERTIFICATION FORM

**This form must be completed immediately upon return to work.
It is required for all periods of absence from work, including partial days.**

Full Name (Block capitals please)			
Place of Employment			
Job Title			
I certify that I was unable to attend work owing to sickness on:			
From: (First date of absence)		Did you work part of this day?	Yes / No
		If yes, how many hours were worked?	
To (Last date of absence)		Total number of days absent	
The reason for absence was:			
Was this absence as a result of an accident at work?		Yes / No	
Was this absence as a result of disability?		Yes / No	
A fit note is / is not attached. (This must be produced for all periods of absence over 7 calendar days)			
Declaration: I declare that the information given above is, to the best of my knowledge, correct. I recognise that a deliberate false statement may lead to disciplinary action being taken, including the possibility of dismissal.			
Signed (Employee)			
Date			
Headteacher / Manager's signature			
Date			

Any personal data processed by The Pyramid Schools Trust will be dealt with in accordance with Data Protection Legislation and the Trust's Data Protection Policy.

This form should be kept in the employee's personnel file at the School

RETURN TO WORK FORM

The return to work discussion should be held, in private, as soon as possible after a period of sickness absence. In the majority of cases, the meeting will be informal, simple, and quick. The purpose of this discussion is to determine the reason for the absence and, where appropriate, offer assistance and support. It is also an opportunity to identify any difficulties that the employee is experiencing in carrying out the duties of their post, allows the employee to raise any concerns or questions, and bring any matters to the manager's attention.

Employee's Name	
Date of Meeting	
Place of Employment	
Job Title	
Attendees	
Dates of Most Recent Absence	

Periods of sickness absence over previous 12 months (excluding this absence)	
Summary of key points discussed - please continue on a separate sheet if necessary	
Review dates or action taken - please continue on a separate sheet if necessary	
Signed (Employee)	
Date	
Headteacher / Manager's signature	
Date	

SICKNESS ABSENCE MEETING RECORD

This is the management record of a meeting held under section 8 of the Staff Sickness and Absence Policy. It is strictly confidential and will be held on the employee's personnel file until such time as the employee's attendance is wholly satisfactory and for twelve months thereafter. The record may be accessed and referred to by those with authority to manage the informal and formal stages of the Staff Sickness and Absence Policy. The meeting will be held in private.

Employee's Name	
Manager's Name	
Date of Meeting	
Place of Employment	
Job Title	
Period of Absence	
Duration of Absence	
Reason(s) for Absence	
Is absence related to a known or possible disability under the Equality Act? Has there been consideration of whether the 'trigger point' relating to days absence should be extended, or if the sickness absence policy should otherwise be modified?	
No	Yes If yes - details of medical evidence must be attached

Details of Meeting

Key Points Discussed

Welcome and update, if necessary, on work events and changes

Reason(s) for Absence

Underlying medical condition?

The value of your contribution

The impact of absence on teaching and learning, service delivery and colleagues.
How your work has been covered in your absence.

Are you fully recovered and able to resume full duties?

Yes

No

If your view is “no” then action plan should consider:

- Referral to Occupational Health (OH)
- Temporary adjustments which can reasonably be accommodated?

Action Plan

The objective is that attendance will be satisfactory to the employer. Is there anything we can do to improve your attendance, e.g. OH referral, counselling, a review of risk assessment, temporary or permanent reasonable adjustments to the workplace, working practices, working hours or training?

Is your absence in any way work related?

Are you doing all you can to improve attendance? e.g. Act on medical advice, lifestyle choices, attention to work life balance, non-medical support e.g. counselling

Fit note required for any period of absence during the monitoring period?
(See paragraphs 4 and 10.3)

Yes

No

Review

Attendance will be reviewed in:			
1 month	2 months	3 months	Date of review:
<i>Please note that further absence during this period may, depending on the circumstances, mean that the review is held under Stage 1 of the formal procedure if appropriate.</i>			
Copy of Sickness Absence Policy and Procedures have been provided and the process explained?			
Yes		No	
Date:		Must be provided and explained prior to a formal meeting)	
Signed (Employee)			
Date			
Headteacher / Manager's signature			
Date			