

STAFF ABSENCE POLICY:

SICKNESS REPORTING AND SICK PAY PROCEDURE

Sickness Reporting Procedure

- The relevant manager should be **notified on the first day of sickness as follows:**

**For Teachers – Exams/Cover Co-ordinator (01454 252018) by 8.15 am
(as per Staff Handbook)**

For Support Staff – Human Resources Dept (01454 252009) by 9.00 am

- When notifying of sickness, employees should:
 - give the date they first became ill;
 - provide some indication of the nature of the illness;
 - indicate how long they expect to be away.
- Employees should also **notify the relevant manager on the fourth day of sickness absence, to update them on their condition.** For Statutory Sick Pay purposes, Saturday and Sunday count if they fall within a period of sickness absence, and must be included when self-certifying/obtaining a doctor's note.

Doctor's Certificates

- A **doctor's statement** must be **submitted** to the school **not later than the eighth calendar day of absence** and subsequent doctor's statements should be **submitted** as necessary.
- Where the **doctor's statement** covers a period **exceeding fourteen days or where more than one statement is necessary**, the employee must, **before** returning to work, **submit** to the school a **final statement as to fitness to resume duties.**

(A Doctor's Statement for one week includes the day it is dated, ie if the statement is for one week dated on a Friday, employees should return to work on the following Friday, not the Monday after that.)

Return to Work

- On return to work, the procedure should be as follows:
 - Teaching Staff should report to the Exams/Cover Co-ordinator

The Ridings High School

- Support Staff should report to the Human Resources (HR) Department

SICKNESS REPORTING AND SICK PAY PROCEDURE - continued

Self Certificates

It is the responsibility of all employees to obtain a self-certification form from the HR Department. This must be completed (**irrespective of the length of absence or covered by a doctor's note**) and returned promptly to the HR Department.

NOTE

Failure either to comply with the reporting procedure or to provide doctor's statements as required, may result in pay being stopped.

Additional circumstances in which employees will not receive pay include:

- **Abuse of Sickness Scheme (repeated abuse could lead to disciplinary action);**
- **Conduct prejudicial to recovery;**
- **Misconduct or neglect;**
- **Active participation in professional sport;**
- **Injury while self-employed or working for another employer.**

The employee will be told why they are not getting sick pay. If they are dissatisfied they may take out a grievance.

Failure to observe the school's sickness reporting procedures, or making a false claim about sickness absence represents potential misconduct and could be dealt with under the School's Disciplinary Procedure.