

# **Sickness Absence from Work: Policy and Procedure**

## **Section A: Policy**

The Trust recognises the importance of health and wellbeing for all staff and that there are times when you will not be well enough to attend work. Absence, however, has a negative impact throughout our schools. This policy is designed to ensure that you are supported but also that absence is managed to reduce the impact that it has on our students and your colleagues.

The Trust is committed to supporting you during a period of absence with the aim of assisting your return to work and maintaining the required levels of performance. In addition, the Trust and each school have mechanisms in place to support your well-being at all times (not just when you are absent). Sources of internal and external support are listed in the Appendix at the end of this document.

Absence has an impact throughout our schools, including disruption to students' learning, cost implications and team morale. This can be as simple as work being delayed until you return, or as complex and costly as having to cover for you for a period of time and impacting on the education of our students. High absence levels can also be an indicator of wider performance issues within the team, so it is important that absence is managed effectively and not just left to happen.

## **Scope**

This policy is designed to cover all types of sickness absence from work, and the procedure for dealing with them. It applies to both teaching and non-teaching staff.

There are separate policies and procedures for Special leave, Holiday, Maternity, Paternity, Adoption, and Shared Parental Leave.

## **Statutory Provisions**

Matters of ill health and absence are governed by statutory provisions, particularly the:

- The Education (Specified Work) (England) Regulations 2012
- Conditions of Service for School Teachers in England & Wales Document 2000 (Burgundy Book)
- Employment Rights Act 1996
- Equality Act 2010

### **Delegated Authority**

The management of ill health issues may be delegated to staff other than the Headteacher/ CEO in accordance with the Trust's Scheme of Delegation as detailed on the Trust website ([www.bohunttrust.co.uk](http://www.bohunttrust.co.uk)).

### **Adoption Arrangements**

This procedure was adopted by the Board of the Bohunt Education Trust on January 2017 and supersedes any previous Absence Management Policy and Procedure.

This policy will be reviewed by the Trust Board every 3 years or earlier if there is a need.

## **Section B: Procedure**

### **I. WHAT DO I DO IF I AM OFF ILL?**

You must tell us if you are unable to attend work, by as per your school's absence procedure. It is advisable to also inform your departmental line manager of your absence as well as Cover.

giving the following information:

- (a) The expected length of your absence from work
- (b) The nature of the illness or injury
- (c) Contact details.
- (d) Any outstanding or urgent work that requires attention.

This should be done in person and not by a third party unless you are incapacitated. Non-teaching staff should also speak to their immediate line manager.

If no return date is given, you must telephone the absence line each day until you can give a return date, or you return to work. Where an absence lasts more than three calendar days, you must keep your line manager updated with the situation at agreed intervals until a return date is known.

### **2. RETURNING TO WORK**

Your line manager will arrange a return to work interview with you after each period of absence, however long its duration. This will be conducted on the day you return to work or as soon as is reasonably practical thereafter. It is important that they understand why you have been away, what support you need in returning to the workplace, and gives an opportunity where appropriate to update you on any changes during your absence. See appendices for a Return to Work Form.

We will seek to provide all reasonable support to enable you to make a successful and sustained return to work following a short or long period of absence or to maintain your performance in the workplace. This could include possible reasonable adjustments as recommended in a Statement of Fitness for Work or by an Occupational Health Adviser. When considering possible adjustments we will need to balance your needs with what is realistic and practicable given the size and resources of the department or school.

Adjustments may include consideration of:

- A phased return to work
- Adjustments to the working environment
- The outcome of any risk assessment
- A temporary alteration of duties or pattern of work
- Provision of additional equipment to assist you in your duties
- Providing time off for medical treatment or appointments
- Arranging temporary additional support in the workplace

- Redeployment to another role in the School or Trust.
- Greater discretion in dealing with periods of absence

Any agreed supportive measures will be confirmed in writing.

Timescales for phased returns to work will be discussed in advance and medical advice sought to determine when you will be able to return to your normal working hours and/or days. During the first 4 working weeks of a phased return, you will be paid your normal contractual salary.

If a phased return extends beyond 4 working weeks then you will be paid on the basis of hours actually worked. If you work 52 weeks each year and you have already accrued annual leave, you may request this to make up any time that you are not at work.

Where appropriate a referral to the Department for Work and Pensions' Access to Work Programme may be made to establish if additional support, assistance (either financial or otherwise) may be provided.

### **3. CERTIFICATION FOR ABSENCE**

If your sickness absence was for 7 or less calendar days (inclusive of rest days, public holidays and School Closure periods, you need to fill in a self-certification form (see appendices). For anything over 7 calendar days you will need to obtain a "Statement of Fitness for Work" (or "fit note") from your GP or other medical specialist. In the latter case, should you feel fit to return to work prior to the expiry date of the Statement of Fitness for work, we will give this request due consideration and may undertake a workplace risk assessment to establish whether you are fit to return to work early. We do reserve the right to ask that you remain on sick leave until the expiry of the note should we feel it is not appropriate for you to return.

Where we are concerned about the reason for absence, or for persistent short-term absence (see below), we may require a medical certificate for each absence regardless of duration. In such circumstances, the school will cover any costs incurred in obtaining such medical certificates, for absences of a week or less, on production of a doctor's invoice.

#### **4. LONG TERM SICKNESS**

There will be circumstances resulting in sickness absence for a significant period of time. We class “significant” as a period of 4 weeks or more. In these cases, to ensure we fully understand your situation and are able to provide the appropriate support, including any reasonable adjustments in the workplace, we may seek further information from your medical specialists, or refer you to an Occupational Health service.

If you are absent due to a stress-related illness, anxiety or depression, as determined by your GP, the Headteacher/Senior Manager may make an early referral to Occupational Health.

We will contact you from time to time in order to discuss your wellbeing, expected length of continued absence from work and any work that requires attention. Such contact is intended to provide reassurance and will be kept to a reasonable minimum, and may be conducted by your line manager or a member of the Leadership team, and could take the form of a home visit.

If you have any concerns while absent on sick leave, whether about the reason for your absence or your ability to return to work, please feel free to contact your line manager, or a member of the Leadership team at any time.

In some instances of long term absence, the option of returning to work in alternative employment elsewhere within the Trust will also be considered. Alternatively, if, having explored all reasonable options in conjunction with medical advice, then we may, unfortunately, have to end your employment. Termination of employment would be a last resort and will only occur once all other possibilities have been exhausted and following extensive consultation with you. In some instances Ill Health Early Retirement may be applicable and this will be explored as part of the consultation process with you. Referrals for ill health retirement will be made in accordance with the provisions of the Teachers’ Pension Scheme or the Local Government Pension Scheme (for non-teaching Staff).

#### **5. WHAT WILL I BE PAID IF I AM OFF SICK?**

The contractual sick pay entitlement for teachers is in accordance with the Conditions of Service for School Teachers in England and Wales (the “Burgundy Book”).

The occupational sick pay entitlement for non-teaching staff is set out in their contract of employment.

Occupational sick pay includes, where appropriate, Statutory sick pay, and will not exceed your full (ordinary) pay. Statutory sick pay will be paid to qualifying staff in accordance with statutory provisions. Payments are pro-rata for part-time staff.

In exceptional circumstances the Trust has discretion to extend contractual sick pay. This will be considered on a case by case basis.

## **6. WITHHOLDING OF SICK PAY**

Payment of sick pay is conditional on compliance with absence notification and medical certification requirements. If these requirements are not met we reserve the right to withhold occupational sick pay.

Sick pay may also be suspended if you abuse the sickness scheme or are absent on account of sickness due or attributable to deliberate conduct prejudicial to recovery; your own misconduct or neglect; active participation in professional sport; or injury while working in your own time on your own account for private gain or for another employer.

## **7. MANAGING SHORT AND LONG TERM SICKNESS ABSENCE**

If you are away from work often it impacts on your colleagues and can cause problems for our pupils. We will keep a record of your absence levels as part of the certification process described above.

### **7.1 Informal Review Meeting following Short Term Absence**

In instances of repeated or persistent short term absences causing concern, your line manager, the Headteacher or a member of the Senior Leadership team will seek to address this informally at an early stage by meeting with you. This would usually be after 4 separate occasions or absences totalling 10 days (pro-rata for part-time staff) in a rolling 12 month period, but may vary depending on individual circumstances

The purpose of this meeting is to:

- Discuss how the level of absence is impacting on your performance and that of the School and agree how this could be improved
- Explore reasons for absence and give the opportunity for you to raise any health or other concerns arising from within or outside the workplace that may be impacting on their attendance
- Identify any support that the School or Trust may be able to provide or any action that you can take to improve or sustain attendance
- Agree any follow up action including making a referral to an Occupational Health Advisor or counselling service or undertaking a risk assessment where appropriate

You should be given reasonable notice of such a meeting in advance and are permitted to request accompaniment of a workplace colleague or professional association representative. We reserve the right to move straight to a Formal Absence Meeting where the circumstances warrant and remain relevant, including instances where concerns about your short term absence have previously been addressed informally.

The meeting should be recorded on the Informal Short Term Absence Meeting Form (see appendices); a copy of which will be given to you and placed on your personal file.

## **7.2 Formal absence review meetings – short term absence**

Where attendance does not show acceptable improvement after an informal meeting, a first formal absence review meeting will be held.

The following principles will apply for all formal stages of this procedure.

You will be given 7 working days' written notification of each meeting. If you or your companion (see below) are unable, for good reason, to attend a formal meeting under this procedure, an alternative date will be re-arranged, once only, normally within five working days of the original date. The written notification will include the detail of your attendance and why it is a cause for concern, and any relevant documentation will be included with this letter.

You have the right to be accompanied by a Trade Union Representative or work colleague. Your companion is allowed to make representations on your behalf, submit papers, ask questions and address a meeting but is not allowed to answer questions on your behalf. It is your responsibility to arrange your own companion and advise management of this.

Each meeting will be conducted by your line manager, the Headteacher or a member of the Senior Leadership team in conjunction with HR.

The purpose of the meeting is to:

- Reiterate the standards required
- Define the extent to which these standards are not being achieved (where applicable),
- Define the nature and frequency of any support to be provided where applicable, the frequency of the monitoring process and the dates of interim progress and formal review meeting.
- Agree any follow up action including making a referral to an Occupational Health

You will be fully involved in the discussion and given an opportunity to discuss your case, answer questions, ask questions, explain any difficulties encountered, and discuss the ways and means by which the issues can be resolved.

You will have the right of appeal against any formal action taken against you (see section below).

Where this procedure is used in relation to Headteacher absence, the Chair of Governors or other nominated Governor will undertake the role of Headteacher/Senior Manager.

### **7.2.1 Stage 1 – Formal Meeting Stage**

At the meeting, your line manager, the Headteacher or member of Senior Leadership will:

- clearly set out the nature of the attendance concerns, discuss the measures put in place during any previous period of informal review and explain why progression to the next stage of the procedure may be required;
- refer to any documents or evidence (for example, evidence of support given, reasonable adjustments, etc) and clarify the attendance standards required;

- ask you to account for your continued unacceptable attendance including any mitigation that you feel is relevant;
- consider all the facts and adjourn the meeting to consider this further before making a decision on how to proceed.

There are two possible outcomes from the meeting;

- a Stage 1 warning is issued which will remain on file for 12 months. A monitoring period will be set and you will be warned that failure to improve within the set period may result in Stage 2 of the procedure being invoked.
- discontinue the formal procedure as your line manager, the Headteacher or member of Senior Leadership is satisfied that the issue has now been resolved.

You will be informed of the outcome after consideration following the conclusion of the meeting. This will be done as soon as possible after the meeting.

If a monitoring period is set, this will reiterate the standards required, the extent to which they are not being reached and that failure to improve to the required standard over the monitoring period could lead to a written warning at the next formal review meeting. You will agree the type of support/monitoring and the time period within which interim reviews will take place. The review period may vary depending on the circumstances of the case but will usually be within 4-12 working weeks and the review meeting can be called forward if you fail to meet the objective during the period. All the information as stated above will be confirmed in writing and a copy of this letter will be kept on your personal file.

If the formal procedure is discontinued, your line manager, the Headteacher or member of Senior Leadership team should then continue to monitor the situation as part of the usual day to day management and set a date to discuss again informally.



### **7.2.1 Stage 2 – Final Stage**

If your attendance does not meet the standard required following a Stage 1 meeting, or if an achieved improvement is not sustained for a 12 month period, you will normally be invited to a formal meeting under Stage 2 of this procedure.

At the meeting your line manager, the Headteacher or member of Senior Leadership will:

- clearly set out the nature of the attendance concerns, discuss the measures put in place during any previous stage of the procedure and explain why progression to the next stage of the procedure may be required;
- refer to any documents or evidence (for example, evidence of support given, reasonable adjustments, etc) and clarify the attendance standards required;
- ask you to account for their continued unacceptable attendance including any mitigation you feel is relevant;
- consider options for redeployment if recommended by Occupational Health;
- consider all the facts and adjourn the meeting to consider this further before making a decision about whether the next formal stage will be invoked or the current stage extended.

Possible outcomes from this meeting may include:

- a further review period with a final warning that without a significant improvement, a further meeting under Stage 2 will take place;
- a referral to a Stage 3 hearing for a decision on your continued employment

### **7.3 Employees on Long-Term Sickness Absence**

In cases of long-term sickness absence, where an individual is not able to return to work over an extended period, there is no formal procedure of warnings and appeals that can be applied. In managing such cases, the Headteacher/member of Senior Leadership will ensure Occupational Health advice is sought before proceeding further.

Headteachers/member of Senior Leadership will review the Occupational Health advice and make a decision as to whether your absence can be sustained operationally before making a decision to proceed to Stage 3, where a termination of employment on the grounds of capability due to ill health is to be considered.

Where a Stage 3 meeting is being contemplated, the Headteacher/Senior Manager may meet with you to determine whether it may be possible to resolve the employment situation through mutual agreement.

A school may proceed to Stage 3 hearing or a mutual agreement prior to the entitlement to Occupational Sick Pay being exhausted, where there is no reasonable prospect of you returning to work in the foreseeable future or within a reasonable timescale.

#### **7.4. Stage 3 hearing**

If your case is to be referred to a Stage 3 hearing you will receive a letter confirming the requirement to attend a hearing from the Headteacher/member of Senior Leadership. You will receive 7 working days' notice of the hearing to be held.

In addition to the Headteacher/member of Senior Leadership, a member of HR may also be present to provide advice. Possible outcomes of a Stage 3 hearing include:

- a decision to terminate your employment with notice
- a referral back to Stage 2 of this procedure with a Final Warning and a further review period.

If the decision is taken to dismiss you, you will be informed of your right to appeal against this decision.

#### **7.5 Right of Appeal**

If you wish to appeal against any formal warning or dismissal under this procedure, you must submit an appeal in writing to the appropriate person to hear the appeal as listed in the scheme of delegation above. In both instances, the appeal must be received within 10 working days of receipt of the letter confirming the warning/dismissal and you must state in full the reasons for your appeal.

If you are challenging Occupational Health advice, HR or the Headteacher will arrange for details of your appeal to be passed to the Occupational Health Provider. Occupational Health will review the case and engage a second Occupational Health opinion if that is necessary to deal fully with the nature of the appeal. This evidence will then be submitted as documentation for the appeal meeting. If you want to rely on other specialist medical advice it will be your responsibility to obtain the advice and include it as part of the documentation submitted to support your appeal.

If you lodge an appeal in line with the procedure, you will be invited by letter to an appeal meeting and given at least 7 working days' notice of the meeting date. Any relevant documentation must also be included within the letter. You have a right to be accompanied at that meeting.

The date of the appeal meeting against a formal warning will normally be within 2 weeks of the date of the appeal letter being received. The date of the appeal meeting against dismissal will normally be within 4 weeks of the date of the appeal letter being received.

In exceptional circumstances the above timescales may need to be extended, in which case you will be kept informed.

### **7.5.1 Appeal against the medical decision in relation to ill health retirement**

It will be your responsibility, or your representative's, to appeal against any decision by Occupational Health (in the case of LGPS members) or for teaching staff, Teachers Pensions, not to grant ill health retirement, or where the level of award relating to ill health retirement is challenged. As decisions in relation to these processes are outside of the school's control, the school may continue with the Stages of the formal procedure whilst such an appeal is ongoing.

## **8. ADDITIONAL INFORMATION**

### **8.1 Time off for Medical Appointments**

Prior approval must be sought for time off for medical appointments during working hours.

Wherever possible, routine medical appointments should be made outside of working hours. Should this not be possible the Trust will allow reasonable paid time off to attend such appointments, where the request is supported by an appointment card or letter. Whenever possible, appointments should be made at the beginning or end of the school day to minimise absence during working hours.

The Trust reserves the right to require you to reschedule non urgent appointments where their absence would have an adverse impact on the operation of the school.

Time off for medical appointments will be recorded but will not be classed as sickness absence.

### **8.2 Medical Suspension**

In some circumstances the Trust reserves the right to suspend employees in accordance with their duty of care on medical grounds, pending medical advice, should their presence at work be deemed to be detrimental to the health, wellbeing and safety of the individual, colleagues or pupils. Any such suspension will be confirmed in writing, be for a limited period of time and reviewed regularly.

Such suspensions are made on contractual pay and do not count against your sick leave entitlement or pay.

### **8.3 Time off for Elective procedures**

Sick leave cannot be taken for elective procedures such as cosmetic surgery. Alternatively, unpaid leave or annual leave (in the case of employees contracted all year round) may be requested for such absence. Should the consequences of the treatment make you unfit for work this would be regarded as sickness absence in which instances the usual absence reporting and certification procedures would apply.

In the case of treatment or procedure to correct or prevent sickness absence arising from a diagnosed medical condition – treatment will not usually be regarded as sickness absence. Following the treatment or procedure any time off which is necessary may be regarded as sickness absence and should be supported by a valid 'fit note'.

Medical appointments for IVF will be treated the same way as other appointments (see section 8.1) You should make your Headteacher or line manager aware of the need for any time off under this

provision as soon as practicable. Where possible, appointments should be made outside of working time or at the start or end of a working day, although it is accepted that this is not always possible. You will be required to provide a letter from your doctor. If IVF is successful, please refer to the Maternity policy for rules around absence.

#### **8.4     Sickness during a planned period of annual leave**

If you fall sick immediately prior to commencing pre-booked annual leave or if you are ill during annual leave and wish to reclaim a proportion of that leave, you will need to provide a Fit Note from your doctor stating the period you were not able to work and the reason for absence.

#### **8.5     Accidents at work or due to a Third Party**

You should notify the Headteacher or other appropriate person of any accident or injury that occurs due to no fault of your own during the course of your work and follow the School's procedures for reporting and recording such incidents.

Support staff will receive normal contractual sick pay in these circumstances but this should be recorded separately to other sickness absence.

Teachers who are absent following an accident / injury at work will be paid in accordance with the provisions set out in the Burgundy Book.

If you are absent from work as a result of an accident and receive damages in respect of loss of pay from a third party claim, you will be required to refund to the School any sick pay paid to you in relation to the incident.

#### **8.6     Suspected non-genuine absence**

In exceptional circumstances, if the school is concerned with the frequency or genuineness of your absence, the Headteacher may request that you submit a medical certificate from your GP rather than a self-certificate. This may be requested from your first day of absence. The cost of the certificate will be reimbursed.

## **8.7 Unauthorised absence and disciplinary action**

Unauthorised absence is defined as absence from work without authorisation from your line manager, and without having followed the procedure for notifying sickness absence. In cases of unauthorised absence where there are no extenuating circumstances sick pay may be withheld. Disciplinary action may also be considered depending on the circumstances of the unauthorised absence.

These lists are not exhaustive, but below are examples of misconduct and gross misconduct that may be subject to disciplinary action:

- Unsatisfactory attendance that is not due to a medical reason or covered by another policy, agreement or statute
- 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 policy.
- Making a false claim of incapacity for work due to ill health.
- Altering the contents of medical certificates.
- Carrying out other employment whilst on sick leave without permission.

## Appendices

### SOURCES OF SUPPORT

#### Internal

Line managers and Senior Leadership are responsible for your wellbeing and if possible should be approached in the first instance to share your concerns and discuss ways to help overcome them.

HR will also be happy to help and have access to a number of different sources of support to help you.

Other internal sources of support for wellbeing vary by school but include:

#### Staff Voice

Regular meetings with HT or AHT responsible for Staff Wellbeing to share and resolve issues

#### Drop in Sessions

Individuals can confidentially talk through any personal challenges

#### Care First

All Bohunt Education Trust employees are able to access an Employee Assistance Programme through Care First. As well as unlimited Freephone access 24/7 for personal and work related issues, they also offer short-term face to face counselling. All the counsellors are members of, and accredited to, the British Association for Counselling and Psychotherapy (BACP). They can provide information services for practical and day to day issues such as finances, legal issues, consumer complaints and offer on-line counselling with supporting articles and wellbeing advice. The telephone number is **0800 174319** or go to the website [www.carefirst-lifestyle.co.uk](http://www.carefirst-lifestyle.co.uk). The username and password can be found on Care First posters within school or from HR.

#### DAS

As an employee of a Zurich Municipal policyholder you and your family are entitled to use a free, confidential telephone counselling service provided by DAS. There is no limit to the number of calls you can make and counsellors are available 24 hours a day. Telephone number is 0117 934 2121.

#### External

[www.fitforwork.org](http://www.fitforwork.org)

Fit for Work is a government service which provides free, expert and impartial work-related health advice for employers, employees and GPs via a website and telephone line (0800 032 6235)

<https://www.educationsupportpartnership.org.uk/>

Support Charity for anyone working in Education that provides advice, counselling and support. There is also a phone number for free advice and counselling: **0800 056 2561**

<http://www.nhs.uk/conditions/stress-anxiety-depression/pages/reduce-stress.aspx>

NHS Information page with further links

[www.mind.org.uk](http://www.mind.org.uk)

Mind is the leading mental health charity in England and Wales. It campaigns to create a better life for everyone with experience of mental distress. (Telephone 0300 123 3393).

Hampshire: <https://www.italk.org.uk/>

italk is a free service for patients with depression, anxiety or stress. They are an Improving Access to Psychological Therapies (IAPT) service, which is delivered in partnership between Solent Mind and Southern Health NHS Foundation Trust. italk is an NHS commissioned service for patients aged 16 and over who are registered with a GP in the following areas of Hampshire: Basingstoke, Bordon, Eastleigh, Fareham, Gosport, Havant, the New Forest, Petersfield, Romsey, Andover and Winchester. It is free to anyone who accesses it

**Sussex:** <https://www.sussexpartnership.nhs.uk/sussex-mental-healthline>

The Sussex Mental Healthline is a telephone service offering support and information to anyone experiencing mental health problems including stress, anxiety and depression. You do not need an appointment and the service is available to anyone concerned about their own mental health or that of a relative or friend. 0300 5000 101.

**Portsmouth:** <https://www.solent.nhs.uk/page-service.asp?fldArea=23&fldMenu=5&fldSubMenu=0&fldKey=342>

Talking Change is a friendly team of psychotherapists and researchers who specialise in the understanding and treatment of common mental health conditions. They can help you improve your emotional wellbeing so that you have a better quality of life.

Talking Change is a free local service provided by Solent NHS Trust for people aged sixteen and over who are registered with a GP in Portsmouth. They provide treatment in GP surgeries and hospitals across the city.

**Surrey:** <https://www.mindmattersnhs.co.uk/>

Mind Matters provide talking therapies to adults registered with a GP in Surrey who are experiencing common mental health problems such as depression, anxiety and stress.

**Berkshire:** <https://www.talkingtherapies.berkshire.nhs.uk/>

Talking Therapies is a friendly and approachable service that helps people with problems such as anxiety, depression, stress and phobias which are very common.

They help adults aged 17+ living in Berkshire and have a team of advisors and therapists who can help people to overcome life's difficulties and problems and manage them better.

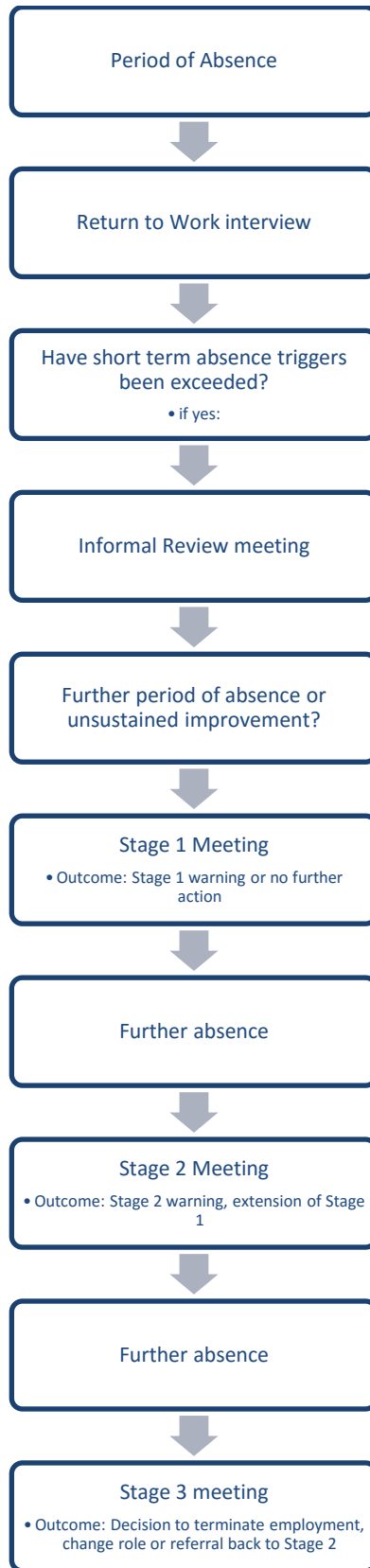
## BET STAFF ABSENCE CERTIFICATE

<i>To be completed by administrator</i>		
Staff no:	Staff name:	
Days absent in last 12 months:		
Sickness trigger reached? (4 occasions / 10 days)		
<i>To be completed by individual</i>		
<b>Absence</b>		
First day:	Last day:	Return to work:
<b>Details of Absence:</b> I was unfit to attend work for the following reason:		
Illness (please be specific, e.g. cold, migraine, upset stomach, injury etc. A brief description will do, but it is not acceptable to state "sick" or "unwell".)		
Personal (please give explanation)		
<b>Declaration:</b> I certify that I have not undertaken paid work for another employer during the period of sickness stated above and that the information given is factually correct.		
<b>Signed:</b> _____ <b>Date:</b> _____ (Staff member)		
<i>To be completed by line manager</i>		
<b>Return to work interview</b>		
Staff member is fit to return to work?	Yes / No / with adjustments	
Staff has discussed ongoing issues affecting attendance?	None / Home / Work / Other	
Staff has been offered additional support?	None / Department / Other	
Staff has submitted medical notes, hospital letter etc. ?	Attached / to follow / none	
Was absence due to 'industrial injury'?	Yes / No	
Was absence related to disability (existing or new)?	Yes / No	
Follow-up action required?	Yes / No	
Notes:		
<b>Signed:</b> _____ <b>Date:</b> _____ (Line manager)		

*Please note, until this form is completed and returned to the School Administrator, this absence will be unauthorised and potentially unpaid.*



## Flowchart for Short Term absence



### Informal Short Absence Review Meeting Form

Name of Employee	
Total Sickness Absence record over the last 12 calendar months	
Total number of Occasions:	
Total number of working days off:	
Total number of medically certified working days off:	
Reason for occasions:	
Is there a recurring illness that contributed to these occasions? Is it likely to occur again? If yes please give details:	
Has the Employee sought medical advice? If yes, please give details:	
Is the Employee taking any medication that may affect their work? Eg drowsiness/dizziness. If yes, please give details:	
Was any of the absences caused or made worse by workplace factors? If yes, please give details:	

Is any action required (by Employee or School) to support the Employee's improvement in attendance? If yes please give details:

Has employee been advised to access the Trust Absence Management Policy and aware of where to find it.

Any other Comments

Detail the Trust expectations regarding employee attendance:

By signing this form the Employee is agreeing that the information is correct to the best of their knowledge, that they are aware that their sickness will continue to be monitored and if deemed appropriate with additional sickness, a future formal meeting to review their attendance could be held under the Absence Management Policy.

Signature of Employee:

Date:

Signature of Leadership:

Date: