Sickness Absence Reporting Procedure

To be given to new employees by their line manager

1.0 Notification of Absence/Return

An employee who will not be attending work as expected must contact <line manager>, stating the reason for the non-attendance, no later than the times specified by line management. Contact must be made by telephone. It is not permitted to notify absence by sending an email or a text message. Specified times are as follows:

(To be completed by individual line managers, as appropriate).

It is the employee’s responsibility to notify their line manager and only in exceptional circumstances should the responsibility be passed to a friend or relative. Where the line manager is unavailable at the time the employee calls, the employee should leave a message and the line manager will return the call at the earliest possible opportunity. Failure to notify your line manager in accordance with procedure may result in the suspension of pay and will result in the absence being regarded as an unauthorised absence, which may also be dealt with under the Disciplinary Policy. Employees must tell their line manager:

- The broad nature of their illness
- The anticipated length of their absence (if known at this stage)
- Details of any outstanding appointments or urgent work that needs to be dealt with during the absence

During a period of self-certification employees should make contact in line with the arrangements agreed with their line manager at the time of reporting their sickness absence. During a medically certified absence employees should maintain contact in line with the agreement made with the line manager and should give their line manager adequate notice of their expected date of return to work.

2.0 The Self Certification and Sickness Absence Form

The ‘Self Certification & Sickness Absence form’ should be completed for all periods of absence. This is in line with the Management of Attendance Policy, a copy of which forms part of this document and is for your information and retention.

3.0 Statement of Fitness for Work (Fit Note)

Fit Notes should be provided for periods of absence beyond seven days, and should be forwarded to the line manager. Where possible the employee should indicate how long it is envisaged the absence will be. Any changes in the circumstances, including an earlier return or the requirement to submit a Fit Note for longer absence, should be communicated to the line manager by telephone or in a sealed envelope marked confidential. Receipt of Fit Notes should be timely. Any absence, after the 7th calendar day, not covered by a Fit Note will be viewed as unauthorised and may be dealt with under the disciplinary code. Employees are expected to provide Fit Notes throughout the entire period of absence. Retrospective Fit Notes are unacceptable. Failure to provide a Fit Note within 3 calendar days of the date due will result in suspension of occupational sick pay. Where this occurs occupational sick
pay will only be reinstated from the date the Fit Note is received.

4.0 Communication

As well as employees maintaining contact with their line manager, employees should receive appropriate levels of contact from their line manager. Levels of contact should be agreed between the line manager and the employee at the start of the sickness absence and periodically reviewed. The purpose of this contact is to provide support to the employee through regular contact with their line manager and also ensure that the employee is kept informed of any developments affecting their employment with the Council/School. Where absences may be short term, contact may or may not be made according to the circumstances. Where possible the employee should indicate how long it is envisaged the absence will be. Any changes in the circumstances, including an earlier return or the requirement to submit a further Fit Note for longer absence, should be communicated to the line manager.

5.0 Return to Work Discussions

Return to Work discussions will be conducted by line management for all sickness absence periods and should be undertaken within 7 calendar days of the employees return to work. The discussion should be recorded using the return to work guidance and discussion form and this should be place on the employee’s file. This discussion provides the opportunity to complete self certification forms, explore any underlying factors responsible for the absence identifying any potential support that should be considered and identify whether the employee has hit a sickness absence trigger as outlined in the Management of Attendance Policy.

6.0 Occupational Sick Pay

<table>
<thead>
<tr>
<th>Year of Service</th>
<th>Occupational Sick Pay</th>
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<tbody>
<tr>
<td>1st year</td>
<td>1 month full pay (and after completing 4 months service a further 2 months half pay)</td>
</tr>
<tr>
<td>2nd year</td>
<td>2 months full pay and 2 months half pay</td>
</tr>
<tr>
<td>3rd year</td>
<td>4 months full pay and 4 months half pay</td>
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<tr>
<td>4th and 5th year</td>
<td>5 months full pay and 5 months half pay</td>
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<tr>
<td>After 5 years</td>
<td>6 months full pay and 6 months half pay</td>
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Please note: Occupational Sick Pay for teachers is paid in line with the Conditions of Service for School Teachers in England and Wales