

Sickness Absence and Sick Pay Policy

KIBBLESWORTH **ACADEMY**

Spring 2025

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Chair of Trustees Signature		
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Introduction

The school applies this policy to employees of Kibblesworth Academy only (who will be referred to as “you” in this policy). It does not form part of any employee’s terms and conditions of employment and is not intended to have any contractual effect.

We reserve the right to amend this policy at any time to ensure that its operational needs are met.

Sickness Absence Notification and Certification Requirements

1. Teaching Staff

For absences not known in advance, the following steps should normally be taken when informing absence and upon returning to work after an absence.

You are required to contact the head teacher before 7.30am on the first day of absence, informing them of:

- the fact of your sickness absence;
- the reasons for it;
- its expected duration; and
- the action you are intending to take e.g. visiting your GP, seeking advice from a pharmacist etc.

When informing the head teacher of your absence, you should also confirm that the work to be carried out in your classes is indicated on the Maestro timetable and uploaded and available on sharepoint where required. The head teacher will then ensure that work is printed and either handed over to the cover supervisor or supply teacher or place it on your desk where cover is to be carried out.

You must contact the head teacher on each day of absence unless the period of absence has been stipulated in a fit note from a medical professional. After the first day of absence, the head teacher will ensure that appropriate work is being set for the classes and that the absence has been covered appropriately.

In exceptional circumstances when it is not practical to contact the head teacher on the first or subsequent days of absence, each class should have contingency arrangements to ensure appropriate work is being set. This should be located within an accessible file on sharepoint that can be accessed by all staff. When you intend to return to work after a period of absence lasting more than one week you should inform the head teacher on the day **before** your return to work.

2. Support Staff

For absences not known in advance, the following steps must be taken when informing absence and upon returning to work after an absence.

You are required to notify the head teacher by 7.30am on the first day of sickness absence.

You should be done personally by telephone informing them of:

- the fact of your sickness absence;
- the reasons for it;
- its expected duration;
- the action you are intending to take e.g. visiting your GP, seeking advice from a pharmacist etc; and
- any scheduled work that needs to be completed.

Absence records will be kept by the School Business Manager who will provide statistics for the head teacher and the Governing Body.

When you intend to return to work after a period of absence lasting more than one week, you should inform the head teacher on the day **before** your return to work.

3. General Notification Requirements Applicable to all Staff

Text messages, e-mails, messages through social media or messages left with colleagues will not satisfy our sickness absence notification requirements and may result in any absence being deemed to be unauthorised. Cases of unauthorised absence may be dealt with under our Disciplinary Procedure and may result in loss of pay to which you may otherwise have been entitled to for the period of unauthorised absence.

Notification must be by yourself, unless your incapacity is such that this is not possible in which case you should authorise a family member or friend to contact the school on your behalf.

During Sickness Absence

It is essential that you keep us updated on the circumstances of your absence and its estimated duration. You are required, where you have not indicated a likely return date on the first day of your sickness absence, to telephone the school on each subsequent day of absence.

Where your sickness absence lasts or is due to last more than seven calendar days, you are required to notify the relevant person outlined above of that fact and forward to them a Fit Note completed and signed by an approved healthcare professional, stating that you not fit for work and the reason(s) why, to cover the period of absence. Thereafter, subsequent Fit Notes must be submitted for any continued sickness absence on a weekly basis, or at those intervals determined by your Fit Note, and sent in advance ensuring all continuous absences are covered.

Communication with the school during Sickness Absence

During any period of sickness absence, you may be required to respond to any enquiries from the school during normal working hours, to attend meetings or receive home visits from authorised school personnel to discuss your absence and to liaise with Occupational Health, where we consider this is required.

Conduct during Sickness Absence

In all cases of sickness or injury, which necessitate taking time off work, it is expected that you will do your utmost to facilitate a speedy return to fitness and to work. In this regard, you are expected to act sensibly and honestly. As detailed above, you are expected to keep in regular contact with the school during any period of sickness and you are expected to be honest and open about the progress of your illness or injury.

If you are absent from work due to sickness or injury, we would not normally expect you to:

- participate in any sports, hobbies or social, political, union or any other activities, meetings etc. which are in any way inconsistent with your illness or injuries, or which could aggravate the illness or injury or which could delay recovery. Healthy exercise, however, as an aid to recovery would of course be sensible and would cause no concern on our part;
- undertake any other employment whether paid or unpaid. If you declare yourself as unfit for work in relation to your employment with the school, it may be deemed gross or serious misconduct to undertake any other duties whilst absent unless you have discussed this with us prior to undertaking such other employment and demonstrated that doing so will not delay your recovery;
- engage in any work around the home in terms of home improvements or the like or outside the home such as gardening or cleaning cars or doing any work on cars etc. where this is contradictory to your reported symptoms, injury or illness;
- engage in any activity which is inconsistent with the nature of the reported illness or injuries (e.g. be seen walking around town with bags of shopping with an alleged injury);
- have elective surgery or any form of cosmetic treatment unless this has first been authorised in advance by the Head teacher. It is up to the Head teacher's discretion whether this is counted as paid or unpaid sick leave or whether we ask you to take paid holiday for this purpose in line with any policy it may have on this;
- take any holiday whether planned or unplanned unless this has first been authorised by the Head teacher. Holiday advised in writing by your doctor for recuperative purposes will be allowed as part of sick leave and will not be counted as holiday;
- call in sick or write in sick once you have started any period of leave, holiday, vacation etc. Once you start your holiday, you are deemed to be on holiday and this will not count as sick leave. However, if you are too ill to take any holiday just before you are due to start any annual leave, then at the Head teacher's discretion and subject to providing satisfactory medical evidence, this absence may be permitted to count as

sick leave and not annual leave and you will then be permitted to take holiday at another time.

Please note that we may request a Fit Note for any sickness absence one day before, during or one day after a bank holiday or school holiday period before any school sick pay is paid.

Arrangements for Return to Work

If an approved healthcare professional provides a certificate stating that you “may be fit for work”, you should inform the Head teacher immediately. We will discuss with you any additional adjustments or support that may be needed to assist you in returning to work, taking account of any medical advice. This may take place at a Return to Work interview upon your return to work after a period of sickness absence or prior to a return to work being agreed as appropriate.

On return from a period of sickness absence of less than 7 days, you are required to complete a sickness absence self-certification form and submit this to the School Business Manager

You may be required to attend a Return to Work interview on or prior to your return to work after any period of sickness absence. This will usually be held by the Head teacher or School Business Manager and during the meeting, we will: discuss the reasons for and cause of your absence, consider your Fit Note(s) (where appropriate), establish that you are in fact fit to return to work and discuss whether there is anything the School can do to assist you.

If you wish to return to work prior to the date noted on a Fit Note in cases of long-term absence or a serious health condition, you may be required to attend a medical examination and/or asked to agree to a medical report being prepared by our nominated approved healthcare professional to confirm you are fit to return to work before you may return.

Failure to comply with the above

Failure to comply with our sickness absence notification and certification procedures above may result in your absence being classed as unauthorised.

Cases of unauthorised absence may be dealt with under our Disciplinary policy and procedure and may result in loss of pay to which you may otherwise have been entitled to for the period of unauthorised absence.

The Requirement for Medical or Occupational Health Report

From time to time it may be necessary for us to require you to be examined by and obtain a medical report from your doctor, an approved healthcare professional, nominated by the school or an occupational health adviser to gather information about your medical condition, its probable effect on your future attendance at work or ability to do your job.

You are required to co-operate with us in obtaining such information and should be aware that failure to do so may constitute a breach of the terms of your contract of employment with the school and result in the school having to proceed with sickness absence management on the

basis of the existing information available and without the benefit of specialist advice. It may also result in the loss of any school sick pay to which you would otherwise have been entitled to.

Access to Medical Reports Act 1988

You have certain rights under the Access to Medical reports Act 1988 (AMRA) where we propose obtaining a medical report from your GP, Consultant or other approved healthcare professional with responsibility for your clinical care. Should we find it necessary to obtain such a medical report concerning your fitness for work or any other relevant matter you will be asked for your written consent. At the time of the request, you will be advised of your rights under AMRA.

Managing Sickness Absence Policy

Long term or frequent absences may, in certain circumstances, lead to the termination of your employment with the school in accordance with our Managing Sickness Absence Policy.

Statutory Sick Pay

If you are absent from work because of sickness you will normally be entitled to receive Statutory Sick Pay (SSP) from us, provided you meet the relevant criteria.

Once the criteria has been met, SSP is not normally payable for the first three days of sickness absence, unless you have been absent and in receipt of SSP within the previous eight weeks. Thereafter, we will normally pay SSP at the statutory rate in force for a maximum of 28 weeks if you are eligible for SSP and have satisfied our sickness absence and notification requirements above. We reserve the right to withhold payment of SSP where you fail to follow the correct procedure.

If two periods of incapacity from work of four or more days (PIW) occur within 56 days of each other they are linked to form one PIW. Each PIW has an entitlement of 28 weeks payment and SSP is paid on a daily basis, in respect of qualifying days, which are those days normally worked.

School Sick Pay

We also operate a School Sick Pay Scheme in accordance with the national conditions of service for teaching staff (the Burgundy Book) and the national conditions of service for National Joint Council (NJC) staff (the Green Book).

1. Teaching Staff

You are entitled to the following sick pay in respect of bona fide sickness absence notified and certified in accordance with the required procedure set out above and in accordance with the Burgundy Book. All payments made to you under this Scheme will include SSP payments where they fall due.

During the first year of service	Full Pay for 25 working days and after completing 4 calendar months' service, half pay for 50 working days
During the second year of service	Full pay for 50 working days and then half pay for 50 working days
During the third year of service	Full pay for 75 working days and half pay for 75 working days
During the fourth and subsequent years of service	Full pay for 100 working days and half pay for 100 working days

For the purposes of the above scheme:

- “service” includes all aggregated teaching service with one or more local education authorities;
- “working days” means teaching and non-teaching days within “directed time” or in the case of a Headteacher, normal working days; and
- “a year” is deemed to begin on 1 April and end on 31 March.

The above entitlement will be pro-rated for part-time employees.

2. Support Staff

If you are a member of support staff on NJC Conditions for Local Government Services, you are entitled to the following sick pay in respect of bona fide sickness absence notified and certified in accordance with the required procedure set out above and in accordance with the Green Book. In the case of full pay periods, payments under this Scheme will include SSP payments where they fall due. In the case of half pay periods, any payments under this Scheme will be paid in addition to any SSP payments where they fall due, so long as the total does not exceed your normal pay.

During the first year of continuous service	1 month's full pay and after completing 4 months service, 2 months half pay
During the second year of continuous service	2 months full pay and 2 months half pay
During the third year of continuous service	4 months full pay and 4 months half pay
During the fourth and fifth year of continuous service	5 months full pay and 5 months half pay
During the sixth and subsequent years of service	6 months full pay and 6 months half pay

For the purposes of the above scheme:

- “month” means your normal working days over the period of a calendar month;
- “continuous service” will be calculated from the first day of sickness absence; and

- “a year” is deemed to be a rolling 12-month period.

All Staff

The calculation of School Sick Pay will take into account any previous payments of School Sick Pay made in the year (as defined above in relation to Teaching and Support Staff) immediately before the first day of the current sickness absence.

You should claim any Social Security sickness benefits such as invalidity or incapacity benefits to which you may be entitled and are required to notify us of any such payments which we will deduct from your School Sick Pay.

The rules of the School Sick Pay Scheme do not imply that termination of employment may not take place before payment of School Sick Pay has been exhausted.

Suspension of School Sick Pay

We reserve the right to suspend any or all payments of sick pay where:

- it has reasonable grounds to believe that you are fit to work and are making misrepresentations with regard to your ability to work;
- it has reasonable grounds to believe that your ill health is caused by your misuse of alcohol or illegal substances, or by any criminal act by you;
- you fail to co-operate with us in implementing advice from an approved healthcare professional and/or occupational health practitioner to facilitate or maintain your return to work;
- the sickness absence is or was:
 - a) caused by your own misconduct;
 - b) extended by any conduct by you which is or has been prejudicial to your health or recovery;
 - c) caused by your active participation in sport as a profession; [and]
 - d) caused while you
 - e) were working in your own time on your own account for private gain or for another employer[./;]
 - f) during the period after you have given or have received notice to terminate employment;

We may make a referral to Occupational Health in any of the above situations.]

Sick pay and third parties

If your ill health or injury is the result of an accident caused by a third party in respect of which damages are recoverable then you must:

- notify us immediately of all the relevant circumstances and of any claim, compromise, settlement or judgment made or awarded in connection with it;
- give to us such information concerning the above matters as it may reasonably require; and

- if we so require, refund to it any amount received by you from any such third party provided that the refund will be no more than the amount which you have recovered in respect of the sick pay which you have received.

Sickness Absence and Annual Leave

While it is recognised that during a period of sickness absence, time away from home (for example going on holiday or visiting family) may be therapeutically helpful, you are required to seek prior approval from us. A decision to take time away from home during a period of sick leave without giving prior notice us, which may result in a loss of School Sick Pay during that period.

Please note that the requirements in your employment contract regarding requesting annual leave will continue to apply during any period of sickness absence.

Please refer to our Annual Leave Policy for further details relating to this.