



Model Staff Absence Management Policy

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The governing body of Jane Lane School adopted this policy on March 2019 following consultation with the recognised unions and Professional Associations.

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1. Scope

- 1.1 This policy applies to all employees at **Jane Lane School** who come under the control of the Governing Body.
- 1.2 This policy replaces the previous 'Absence Monitoring', 'Leave of absence for reasons other than sickness' and 'Ill Health Procedures'. Some elements of the 'employee well-being in the workplace', policy have been incorporated into this policy.

2. Aims & Principles

- 2.1 Governors at **Jane Lane School** are committed to being good employers and consider the health, safety and welfare of all of the staff to be of great importance.
- 2.2 Everyone in the School feels the impact of ill-health and absence. It can significantly affect how the School performs and affects the service we provide to pupils. In this context we have procedures for managing absence and attendance, as detailed in this policy.
- 2.3 The School is committed to proactively managing attendance, and believes that it is the responsibility of the employer and employee to work together to manage absence/ill-health, and to promote well-being.
- 2.4 The School recognises, however, that there are times when employees are not well enough to attend work.
- 2.5 Employees should be treated with respect and dignity at all times, within an environment of a person-centred approach balanced with the needs of the School and its' pupils.
- 2.6 All employees have a contractual duty to attend work unless they are unable to do so through sickness or injury, or other statutory entitlement to time off.
- 2.7 Poor attendance records (including high levels of Time off for Dependants, and Emergency leave) will also be dealt with in the appropriate way, and in serious and/or persistent cases the school may have to consider your continuing employment, at a decision meeting.
- 2.8 Ultimately, unacceptable and unsustainable absence levels may lead to dismissal.
- 2.9 In all sickness absence cases the School will act with guidance from the Schools' HR Consultants.
- 2.10 The governing body aims to:
 - Improve and maintain high levels of attendance
 - Minimise disruption to the education of pupils
 - Treat employees' absence in a consistent, fair and sensitive manner
 - Provide a reasonable and safe working environment, appropriate welfare support, and advice on general health issues
 - Enhance harmonious employment relations
 - Promote good working standards and practices
 - Ensure prompt action is taken
 - Recognise where relevant training is necessary
- 2.11 The School's principles are:
 - Good attendance is recognised and valued
 - All absences are treated as genuine, unless there is good reason to doubt this
 - The absence management procedure is designed to be proactive and supportive

- Management of absence will be dealt with in a non-discriminatory way
- Individuals will be treated with respect and in confidence, in accordance with the requirements of the Data Protection Act and the Access to Medical Reports Act
- Open communication between managers and employees is greatly encouraged

3. Responsibilities

3.1 The **Governing Body** will monitor and review this policy from time to time, delegate to the Headteacher the necessary discretion to operate absence management procedures and arrangements, and ensure that fair and consistent standards are applied to the management of absence. The Chair of Governors will authorise any requests for absence from the Headteacher.

3.2 The **Headteacher** (with the assistance of senior staff) is responsible for the day-to-day management of sickness absence. They will also ensure that all leadership staff have appropriate training/coaching on this policy, and access to advice, to ensure consistency of its application.

The **Headteacher** (with the assistance of senior staff) is also responsible for keeping in touch with employees during absence; for ensuring that all employees have a return to work meeting on their first day back from every absence, regardless of its duration, and; that the relevant forms are completed and then passed to the Business Manager in a timely manner for recording and monitoring of absence. The Headteacher (with the assistance of senior staff) will also be responsible for absence review meetings when triggers are reached. Contact during absence will be made by the most appropriate person.

3.3 The **Business Manager** will ensure that the school has suitable arrangements for enabling employees to notify absence; for communicating information about absence in a timely manner for payroll and other necessary purposes, and; for following up absence in appropriate circumstances – in line with the Schools' HR Consultant's guidance.

3.4 **Employees** have a duty to attend for work unless they are unable to do so through sickness or injury, or unless their absence has been otherwise approved. They have a responsibility to report their own absence through sickness or other emergency using the school's reporting procedures (below), and to produce medical evidence as required. Employees should, where practicable, seek to minimise disruption to the education of pupils, if absence is essential during their working time. Employees have an implied term of contract to act in good faith and in an honourable and trustworthy way, at all times.

4. Sickness/Unexpected Absence

4.1 Notification of absence

4.1.1 In all cases of absence, **teachers** should contact **The Cover Officer on 01922 721161 or their mobile number** at the earliest opportunity; where possible the day before the absence or by **7:30am** on the morning of your first day of absence. If the phone is not answered, please leave a message so that cover can be arranged early, causing as minimal disruption to pupils as possible.

4.1.2 **Support staff** should contact Jane Lane School at the earliest opportunity; where possible the day before the absence or by 7:30am on the morning of your first day of absence so that cover can be arranged if appropriate.

4.1.3 All employees must then call **The Cover Officer**, by 10am, to provide more information on their absence, stating when you *expect* to return, and discuss any cover arrangements/support, if appropriate.

4.1.4 Unless you are seriously ill or incapacitated it is unacceptable to have a friend or relative call on your behalf.

- 4.1.5 If your absence continues, you or your representative must contact the above named on **every day** of absence, to update on your continuing absence, unless a medical certificate is provided. See 'Managing long term absence', for how this will be managed thereafter.
- 4.1.6 Text messaging or e-mailing are not considered appropriate forms of communication for notification or update of absence, unless you are unable to reach you're the cover officer. In such instances, this may result in the cover officer making contact with you to confirm your absence, any support etc. Employees should always try to make contact with the cover officer by phone.
- 4.1.7 In cases of extended periods of sickness the Headteacher will put in place suitable arrangements for keeping in touch with the employee who is absent or, where this is not practicable, an appropriate representative of the employee, i.e. a family member, or union representative, may be elected.
- 4.1.8 Where absence arises from an incident at work, details should be reported through the school's incident reporting procedures.
- 4.1.9 All staff are also required in all cases of absence, if the employee is fit enough, to discuss any activities that need to be picked up in their absence/work set or lesson plans, with the Headteacher at the earliest opportunity, particularly for long-term absence.
- 4.1.10 In some instances, infectious diseases (see appendix 1) will require specific amounts of time off to prevent spread. Employees should adhere to the advice of their GP.
- 4.1.11 Appendix 2 identifies the present infectious diseases that are notifiable under the Public Health (Infectious Diseases) Act 1988. Although the medical practitioner attending the employee will notify the School of such occurrence, and provide advice as appropriate, the employee is still required to notify the school of their absence in line with the above, if well enough to do so, or a representative may do this on their behalf.

4.2 Non-notification of absence

- 4.2.1 If an employee does not contact **Christine Fraser or Kelly-Leigh Doody** by the required time, **Christine Fraser or Kelly-Leigh Doody** will attempt to contact the employee at home. If they do not receive any answer they may decide to contact next of kin – this will be done sensitively taking account of individual circumstances and privacy. Failure to follow the notification of absence procedure may lead to more formal action being taken, however individual circumstances will be taken into account.

4.3 Certification of absence

- 4.3.1 You must provide the appropriate certificates referred to below at the relevant times, and complete all absence recording documents upon your return, at your return to work meeting. Failure to notify the school as set out below may result in disciplinary action. The school reserves the right and will proactively monitor those employees who are absent through sickness on a regular basis.
- 4.3.2 You should produce the following written evidence of absence and ensure that appropriate certificates are provided for the whole of your absence:
- Self-certification for every occasion up to 7 days
 - Return to work form for every occasion of absence
 - Statement of Fitness for work certificate:
 - on 8th calendar day of absence; or
 - When requested, where an unacceptable pattern of absence has occurred (at the school's expense); or

- For absence before or following annual or public holidays, at the discretion of the school (at the school's expense)

4.3.3 The school reserves the right to request that you undertake a medical examination by a medical practitioner and/or specialist via the Schools' Occupational Health service (see below). All employees are expected to attend Occupational Health upon request, during the normal school day.

4.3.4 If you are, or are likely to be, absent from work for 4 weeks or more, you will automatically be referred to Occupational Health, under the Government's new 'Fit for Work' scheme. This may be in addition to the School's own Occupational Health provider, or they may work together to enable a return to work.

4.3.5 The School reserves the right to use its own OH provider instead of the Government's fit to work providers, and employees should confirm this to their GP if this is the case. As with the Government's scheme, this means staff will normally be referred to OH if absence is more than, or likely to more than 4 weeks.

4.3.6 Specific rules govern the above Government scheme, and where employees do not qualify, they will instead be referred to the School's own Occupational Health Provider in any event.

4.3.7 Further details of our Occupational Health Procedure including your rights regarding consent and access to medical reports can be obtained from the school office.

4.4 Payment for absence

4.4.1 Leave is governed by different sources such as an individual's terms of employment, statutory regulations, and Codes of Practice or similar sources. The school's policies may expand on those.

4.4.2 During periods of sickness the School operates both statutory sick pay and occupational sick pay provisions appropriate to employees' conditions of service (e.g. Burgundy Book). Payment will only be made for occupational sick pay if the reporting procedure is followed correctly.

4.4.3 For teachers, absence related to injury at work the conditions for pay are set out in the Burgundy Book, i.e. the first 6 months will be at full pay, before normal sick pay starts.

4.5 Monitoring and Recording of absence

4.5.1 The School will use return to work meetings to monitor sickness absence, and ensure it fulfils its duty to look after the health, safety and welfare of its employees. Records will be kept on all absence in line with data protection regulations.

4.5.2 Absence (including appointments) related to disability will continue to be monitored and recorded, however the trigger points will be adjusted if appropriate.

4.5.3 Absence related to injury at work will be recorded separately.

4.5.4 *Trigger Points:*

The School's senior leadership team will continuously monitor absence levels, and will investigate with the employee any levels or patterns of absence which cause concern and decide whether any action (informal or otherwise) is required. In any event, sickness absence that reaches any of the following trigger points will be investigated in every instance:

- Five periods of absence or more in a rolling 12 month period
- Fifteen working days absence in a rolling 12 month period
- Unacceptable/unusual patterns of absence (e.g. regular Friday and/or Monday absences)

- Unauthorised absence

4.5.5 All long-term absences (over 20 school days) will count as 1 'period' and not the number of days.

4.5.6 Any absence that reaches one of the above, or any levels/patterns which cause concern, and require addressing formally, will be done so at an absence review meeting.

4.5.7 It should be noted that the above trigger points do not prevent earlier intervention if appropriate. Any employee, who the school finds to be abusing the above, will be subject to disciplinary procedures, which may lead to possible dismissal.

4.6 Health, Safety & Wellbeing

4.6.1 The Governing Body will make available to employees appropriate counselling, welfare and wellbeing arrangements to promote and maintain the health of employees. Details of the School's 'Health and Wellbeing' policy can be obtained from the School office.

4.6.2 Any request for time off for reasons related to an employee's disability (e.g. for therapy or rehabilitation) will be considered sympathetically and in the context of the employee's statutory rights, balancing the needs of the School, and considering reasonable adjustments.

4.6.3 As appropriate, we will arrange for consultation with the School's Occupational Health Consultants in relation to individual sickness absence or any general work related health issues identified at school.

4.6.4 Employees are expected to inform the Headteacher of any medical condition that may affect their attendance, performance at work, or ability to carry out their role; especially if the condition might endanger colleagues, pupils or the public.

4.6.5 Referral to Occupational Health:

The School's Occupational Health Service is available to provide advice and guidance to schools on matters of employees' health and fitness for work.

4.6.6 The support and guidance of Occupational Health can be sought at any stage.

4.6.7 The Occupational Health Physician's report will give information about the employee's medical condition and its possible effects on employment – s/he does not offer diagnosis or treatment, although they are able to recommend certain therapies that may help, i.e. CBT/Counselling.

4.6.8 Occupational Health will always be consulted if it appears that there may be a prospect that the employee will be unfit to return to work through ill-health.

4.6.9 In the event that the employee is unable to return to work through ill-health, Occupational Health advice will also be sought in support of any application for ill-health retirement, under LGPS or Teachers pensions.

4.6.10 Rehabilitation and Wellbeing:

The School wishes to maximise the attendance of all employees and as such will focus on the rehabilitation of employees on long-term sickness absence, or those with long-term conditions but still at work, to ensure that all employees can return and remain in work.

4.6.11 All reasonable adjustments, whether temporary or permanent, will be considered, medical advice sought where appropriate, and advice taken from the School's HR Consultant in all such instances.

4.6.12 All employees will be treated fairly and consistently with dignity and respect. Consideration will be given to the Equality Act 2010 and any other statutory obligations, in all instances.

- 4.6.13 Whilst the School's trigger levels will be taken into account, the School will adopt a case management approach to individual cases. All rehabilitation measures, including but not restricted to therapeutic and phased returns, will be done in full consultation with the employee and their representatives.
- 4.6.14 Occupational Health will often be part of the rehabilitation process, as will monitoring, and regular reviews.
- 4.6.15 Employees are also obliged to look after their own health, safety and wellbeing.
- 4.6.16 Whilst every effort will be made to enable an employee to return to work after sickness absence, if the employee is deemed unfit to return to work, and all appropriate avenues have been exhausted, they will enter the final stage of the absence review meetings - the decision meeting - to determine continued employment.
- 4.6.17 If the employee is deemed fit to return to work but only with adjustments, and where those adjustments are either not considered reasonable, or the School are unable to reasonably facilitate them, and when all options have been explored, then the employee will enter the final stage of the absence review meetings - the decision meeting - to determine continued employment.

4.7 Managing long-term absence

- 4.7.1 The school is committed to maintaining appropriate contact throughout long-term absences to ensure the successful and sustained re-integration of the employee back to the workplace. Employees are expected to co-operate with the school's policy on keeping in touch during long-term absence, and to provide medical reports if they exist or updates following appointments.
- 4.7.2 Employees are expected to co-operate with attempts to manage and support sickness absence.
- 4.7.3 The Headteacher or a nominated person will keep in regular contact by phone with all of their employees who are absent. If this is not appropriate, the employee may wish to nominate a different person, which will need to be agreed.
- 4.7.4 Having no contact during long-term absence is not acceptable. If the employee will not speak to their line manager or the Headteacher other options will be explored, including contact from another manager and/or making use of an intermediary such as a colleague, family member, trade union official, or the Schools' HR Consultants.
- 4.7.5 Contact during long-term absence will be reviewed and adjusted jointly with the employee as appropriate.
- 4.7.6 Records will be kept of all conversations and details of any provisions that have been put in place.
- 4.7.7 Regular review meetings will be held with employee, the first usually around 4 weeks after the first day of absence and approximately every 4 weeks thereafter. At the meeting, the following will normally be discussed:
- The cause of the absence and any relevant information of the diagnosed illness
 - How long the absence is predicted to last
 - Any factors which may be impacting on the absence, whether work or home related
 - Discussion around support/action that may be offered to enable the employee to return to work
 - If an OH referral hasn't already been made, discussion around this
 - Possible adjustments to role, whether temporary or permanent

- Possible outcomes if the employee feels unable to come back to work, including retirement through ill-health, voluntary resignation, dismissal, redeployment (only available within school); this will be done sensitively

4.7.8 These review meetings will normally take place in the home (or other neutral venue as may be agreed), and will either be with the Headteacher, or the Schools' HR Consultant. A time and date will be given in writing. The employee may wish to be supported by their union.

4.7.9 If, after 2 or 3 review meetings, it is apparent that a return is unlikely, and/or there is no indication (usually from OH or employee's GP) of a possible return date, the employee will be invited to attend a 'decision meeting', as per section 6 of this policy, to determine the employee's continuing employment at the school.

4.8 Return to Work Meetings

4.8.1 A Return to Work meeting will be held after every period of absence to confirm that their record of absence is correct, and enable the employee to raise any remaining health or other issues that need addressing with the school's support. This meeting will be documented in order to assist with recording and monitoring of absence, and any support agreed, and filed in your personnel file.

4.8.2 Return to work meetings will be conducted by Line Leaders. Return to work meetings for Line Leaders will be conducted by the Headteacher. Return to works for the Headteacher will be undertaken by the Chair of Governors.

4.8.3 If the employee is taking medication that may impair their judgment or mobility or any other faculty required to perform their duties, the employee should discuss this with their line manager, Headteacher or nominated person to explore options. Medical advice may need to be sought from Occupational Health.

5. Formal Absence Review meetings

5.1. When one of the above trigger points is reached (for sickness absence), or there is a concern on the amount of other absence, i.e. excessive time off of dependants, the line manager should check the accuracy of the absence record and investigate promptly, this may include the collation of absence records and producing a report. This is particularly important where there is a possibility of an underlying medical condition, or other mitigating factors.

5.2. The Headteacher will then conduct an absence review meeting. The line manager will present the collated evidence, including copies of documents to the Headteacher at the meeting.

5.3. The formal absence review meeting will be arranged as soon as possible, but no earlier than four working days following return to work. The Headteacher may wish to seek advice from the Schools' HR Consultant prior to the meeting.

5.4. The employee should be advised of the meeting in writing, their right to be accompanied by a companion who may be a colleague, a trade union official, or a trade union representative who has been certified by their union as being competent; and the possible outcome of the meeting.

5.5. The employee will also receive copies of any papers that the Headteacher will have to make a decision.

5.6. The meeting will be confidential and the following matters are likely to be covered:

- the cause(s) of absence
- considering options to help improve attendance
- a possible referral to the Occupational Health Advisor

- reinforcing expectations regarding attendance levels with targets for improvement
- setting a date to review progress
- warn the employee formally that the levels of absence are unacceptable, and confirm that failure to improve within the set period could lead to a further warning, i.e. a first written warning, a final written warning or dismissal;

5.6.1 At the Headteachers discretion, employees will receive a formal recorded verbal warning (confirmed in writing) in the first instance, unless the absence is excessive or persistent over many months/years (i.e. in and out of the procedure). These will be held on file for 3 months, after which they will normally cease to have effect.

First written warnings will normally be held for a period of 6 months, and final written warnings normally for a period 12 months. Final written warnings may be extended to 24 months, as action short of dismissal.

Each level of warning may be skipped if there is good reason to do so.

5.6.2 Except in agreed special circumstances, any sanction will normally be disregarded for further sanction purposes after the specified period – i.e. it ceases to be 'live'. However, where there is an expired final warning, and there is further absence, dismissal may still occur. The decision to dismiss should not be based on the expired final warning itself, but the fact that there is an expired final warning(s), may determine why a lesser sanction is not appropriate.

5.6.3 There may be occasions where an employee's absence is satisfactory throughout the period the warning is in force, only to lapse very soon thereafter. Where a pattern emerges and/or there is evidence of abuse, the employee's absence record should be borne in mind in deciding how long any warning should last (which may be outside of those in 5.6.1), or for making any other determination.

- 5.7. Where a persistent or underlying medical condition is suspected, an Occupational Health referral should be discussed at the review meeting. The meeting should then be adjourned until the Occupational Health report is available. The contents of the report should be discussed at a reconvened review meeting.
- 5.8. Notes will be taken of formal meetings and a copy sent to the employee upon request.
- 5.9. Where a warning is issued, the employee will be informed in writing of the matters covered in the points above and given information about the timing and handling of the review stage, and the procedure and time limits for appealing against the warning.
- 5.10. Appeals should be in writing setting out the precise grounds for appeal, within 5 school days to the Chair of Governors.
- 5.11. A specified period of monitoring will then begin, where the employee is expected to achieve specific targets of attendance.
- 5.12. At the end of the period of monitoring (or before if triggers are reached again) a further formal review meeting will be held with the Headteacher using the process above to assess whether the employee has made the improvements required. If satisfactory progress has been made, and targets met, the process will end.
- 5.13. If progress has not been satisfactory, the Headteacher will explore the reasons for this and consider what further action should be taken; this could involve additional support, a further period of monitoring, a formal final written warning or referral to a 'decision meeting', where a possible outcome could be dismissal.

- 5.14. If the Headteacher refers the employee to a 'decision meeting', this will be with a panel of governors (normally the staff dismissal committee). The normal processes for 'hearings' will be followed, with the Headteacher presenting the School's case, which may include a report and supporting documents. Copies of such documents will be sent to the employee in advance of the meeting.
- 5.15. Employees will be made aware that they have the right to be accompanied at any formal hearing, where either a warning or dismissal may be an outcome, by a companion who may be a colleague, a trade union official, or a trade union representative who has been certified by their union as being competent. This right does not apply to return to work meetings.
- 5.16. In all cases where warnings are issued, confirmation of this, the targets to be met, the consequences if not met, and right of appeal will be confirmed in writing to the employee and a copy placed on their personnel file.

6. Arrangements for Absences Other than Sickness

6.1 Compassionate Leave (Emergency)

- 6.1.1 In cases of emergencies that prevent attendance at work, employees should make contact with the School using the sickness reporting arrangements.
- 6.1.2 The Headteacher is authorised to grant time off with or without pay for bereavement, serious accident/illness of close family members e.g. husband, wife, partner, son or daughter; father, mother, brother or sister. Other relatives and/or friends will be at the discretion of the Headteacher.
- 6.1.3 Compassionate leave for funerals may be granted with pay for close family members as detailed above. For other relatives and/or friends, pay will be at the discretion of the Headteacher.
- 6.1.4 The amount of time off, and whether that time off will be paid or unpaid, will be at the sole discretion of the Headteacher and/or the Chair of Governors.
- 6.1.5 This is not an automatic right for time off, anyone found or reasonably suspected of abusing this provision, will find themselves in disciplinary procedures.

6.2 Private/Personal leave

- 6.2.1 In other circumstances employees may request leave during term time for urgent personal reasons, which does not come under the scope of compassionate leave, or to fulfil an important and significant personal commitment which cannot be undertaken at any other time nor easily postponed. Examples are outlined below although this is not an exhaustive list:

- moving house
- attending graduation
- presentation and award ceremonies
- attendance at weddings
- urgent domestic repairs
- professional examinations
- training
- attending interviews
- private study

6.2.2 The Headteacher is authorised to grant time off with or without pay. This will not normally be granted immediately before or after school holiday periods except in exceptional circumstances. Any time off will be at the discretion of the Headteacher, as will payment for this time off.

6.2.3 However, it is expected that employees will endeavour to minimise any private or personal leave in term time as much as is reasonably practicable.

6.3 Extended Leave

6.3.1 If employees require further additional longer term leave to undertake extended study, career break, voluntary or work activities such requests must be made in writing to the Personnel Committee of the Governing Body (with a copy to the Headteacher) for consideration at their meeting the term before the leave is required.

6.4 Emergency Time off for dependants

6.4.1 All employees have the right to a reasonable time off during working hours for dependants, this time off is intended to deal with **unforeseen matters** and **emergencies** and would not ordinarily last for more than a day, two at most – such as a breakdown in childcare arrangements, and time is needed to make alternative arrangements.

6.4.2 There is no legal right for this to be paid, however, payment for this may be granted at the discretion of the Headteacher.

6.4.3 Employees must follow the reporting sickness absence procedure in such emergencies. We reserve the right to review this situation under these or the disciplinary procedures if absence for this reason is more than the school can reasonably cope with, or being 'abused'. In such instances recourse to an absence review meeting may be appropriate.

6.4.4 Time off with pay is not normally granted for reasons arising from ongoing care commitments. However, alternative contractual arrangements may be possible - please speak to the Headteacher.

6.5 Unpaid Parental Leave

6.5.1 When parental leave is required, the employee should make a request at the earliest opportunity, in writing, to the Headteacher, having first discussed with his/her immediate manager/supervisor the implications for cover, etc.

6.5.2 There is no statutory right to payment for this and payment will be at the discretion of the Headteacher.

6.5.3 There are limits and rules on parental leave, further information should be sought from the Headteacher/ School Office.

6.6 Medical appointments

6.6.1 You are normally expected to ensure that appointments for personal visits to the doctor, dentist, hospital etc. are outside of your working hours. However, in the event that this is not reasonably practicable, paid time off from work will be permitted to attend up to 3 appointments per school year with pay, thereafter normally without pay. You should ensure your time off causes as little disruption as possible, i.e. at the beginning or the end of the day, or on a non-working day.

6.6.2 The school requests the right to see evidence of appointments, such as a letter or appointment card.

- 6.6.3 Where the appointment is not urgent, and where the time would negatively impact the work plans for your department/class, this should be re-arranged to a more suitable time and date wherever possible.
- 6.6.4 Where the school considers an employee has taken an unreasonable amount of time off for this purpose, it reserves the right to withdraw payment for this at their discretion and following consultation with the employee.
- 6.6.5 Consideration will of course be given to the Equalities Act (2010) and statutory right to time off, in all instances.
- 6.6.6 Time off for medical appointments for dependants is not covered under 'Time off for Dependants' as it is foreseen. However, the School may allow time off to attend such appointments where the time off would not adversely affect the School, and will normally be without pay.

6.7 Annual leave – All year employees

- 6.7.1 Employees who are contracted to work across 52 weeks per annum are expected to take any annual leave during school closure periods unless there are exceptional circumstances.
- 6.7.2 Annual leave entitlement is governed by employees' individual terms and conditions of employment and statutory regulations.
- 6.7.3 *Holidays during sickness absence (where this applies)*

If an employee's sickness absence occurs at the same time as, or during a period of annual leave, the School will allow the employee to retake any statutory annual leave for the period(s) which the individual was sick, at another time. Re-instatement of that leave is at the discretion of the Head Teacher and the School reserves the right to request evidence in making such decisions.

- 6.7.4 If the School has a reasonable belief that the alleged sickness absence that occurred during any period of annual leave was disingenuous, it will invoke its normal disciplinary procedures for dealing with such conduct.

6.8 Religious Observances

- 6.8.1 Granted time off is at the Headteacher's discretion, however careful consideration will be given to such requests taking into account the needs of the pupils, cover and cost implications.
- 6.8.2 If time off is granted, and the employee has annual leave entitlement, s/he must use this.

6.9 Overtime / TOIL

- 6.9.1 On occasion, employees may have worked over normal or expected hours. In these instances (short periods only), and at Headteacher discretion, employees may be able to take this time off, at another time. This is known as 'Time off in Lieu' or 'TOIL'. Consideration for TOIL will only be granted where it does not adversely affect colleagues or pupils.

6.10 Severe Weather

- 6.10.1 If the School is closed due to adverse weather conditions, all contracted staff will have authorised leave on full pay. It is expected that all staff, will work at home if practicable, on their PPA.
- 6.10.2 If the School is open for pupils, it is expected that all staff will make every attempt to get to work also, even if they will arrive late. If it is not safe for a member of staff to travel to work, they must follow the notification of absence procedure. The Headteacher may give discretionary leave on full pay in these instances.

6.11 Time Off for Trade Union Duties

6.11.1 Time off will encompass reasonable time for a representative to attend meetings that fall within the definition of trade union duty, and a reasonable amount of preparation time and post-meeting time to deal with matters arising from the meeting in relation to the representative's members. Reasonable travelling time to and from meetings needs to be included. In addition, this will also include an element of time off to attend training courses provided by the union in question, and this will not unreasonably be withheld.

6.12 Maternity, Paternity and Adoption

6.12.1 The School has a separate policy for Maternity, Adoption, Paternity and Shared Parental Leave entitlements. Please ask for a copy from the Business Manager.

6.13 Military service

6.13.1 The School recognises that part-time military service contributes to the defence of this Country, therefore where annual training is required discretionary leave of absence may be granted up to 10 days, with salary paid for 5 days, the remainder unpaid.

6.13.2 A request for leave should be made in the usual way, to the Headteacher.

6.13.3 Employees will be expected to make every effort to arrange such training to take place during school closure periods.

6.13.4 If a reservist is "called up", they must notify the Headteacher as soon as possible. The MoD should notify the Headteacher also, directly. Reservists may be mobilised on a voluntary or compulsory basis. In instances of voluntary mobilisation, the employee must seek the Headteacher's consent before being released from their employment. Where call up is compulsory, the School reserves the right to apply for exemption or deferral. The reservist may also seek exemption or deferral. This must be done within 7 days of the employee being served with a call up or recall notice. An application for exemption or deferral may be made on the basis that the school can show that the loss of the employee will cause serious harm to the pupils' education, which could not be prevented by the financial assistance granted by the MoD.

6.13.5 Where the employee's call up is compulsory, the reservist's contract of employment will subsist during the period of military service, until such a time as either party terminates it. This will mean that they continue to accrue continuous service and statutory entitlements. Contractual entitlements (except pay) will continue to accrue unless an express agreement is reached to the contrary. Where the call up is voluntary the Headteacher has discretion as to whether the contract subsists (as above) or terminates and revived upon return to employment at the school. If the contract is terminated and revived, the period of military service will not count towards the employee's length of continuous employment.

6.14 Jury Service

6.14.1 If called for Jury Service the employee's line manager / Head of Department should be informed immediately. The employee should present the letter / claim form to the School Business Manager to ensure that the relevant cover can be agreed. Whilst absent the employee should ensure the school is kept informed of the likely date of the employee's return to work and any changes for attending court.

6.14.2 Where employees are not required on Jury Service for full days, or sent home early, they will be expected to return to the School to continue their normal working hours on that day.

6.15 Public Duties

6.15.1 Employees who are a 'justice of the peace' may take time off during working hours for the purpose of performing any of the duties of his/her office (section 50 ERA 1996). Employees who are members of the following qualify for such time off:

- a local authority
- a statutory tribunal
- a police authority
- a board of prison visitors or a prison visiting committee
- a relevant health body
- a relevant education body
- the environment Agency or the Scottish Environment Protection Agency

6.15.2 Payment will not be given for the above.

6.15.3 If you qualify, the time must be agreed with the Headteacher in advance. Your request may be refused if it is deemed to be 'unreasonable'. This will depend on how much time is being requested, the amount already taken for this purpose, and the impact it will have on pupils.

7. Formal Disciplinary procedures

7.1 The school takes seriously disingenuous absence, and if it is proven or reasonably suspected, disciplinary procedures will be invoked.

8. Medical Suspension

8.1 In some circumstances, it may be appropriate to medically suspend an employee for example where the employee and their GP consider they are fit to return to work, often with any adjustments/modification, but the manager, usually with advice from the Schools' HR Consultant, believe they may not be fit to return. In such cases, the school will need to seek OH advice before allowing the employee back to work. IF the GP refuses to sign the employee off for a further period until OH advice is sought, the Headteacher will medically suspend the employee on full pay until that advice is obtained.

8.2 Medical suspension may also occur when an individual is at work, but the Headteacher does not think they are fit to be in work. If the employee refuses to go on sick leave, they must medically suspend the employee on full pay and seek OH advice.

8.3 The School should always seek advice from the HR Consultant before taking such action. Consideration to alternatives such as temporarily adjusting duties, redeployment to another role or location or home working should be given.

8.4 When medically suspending the employee, the Headteacher should arrange a suspension meeting as soon as possible. The decision should be confirmed in writing to the employee. If the need to suspend is urgent, then a face to face meeting may not be appropriate and in such instances a telephone conversation should be held, again following up in writing the decision.

8.5 Medical suspension should be reviewed approximately every 2 weeks.

8.6 Once OH advice is received a meeting should be held with the employee to discuss the recommendations.

This policy does not form part of the contract of employment.

The School reserves the right to omit or skip steps in this procedure if there is good reason, but will always adhere to the ACAS code of conduct.

General Infections

The general infections listed below are for guidance only. A medical practitioner will determine the duration of exclusion for any infected individuals. Further information can be obtained through the Health Protection Agency and/or NHS Direct

DISEASE	USUAL INCUBATION PERIOD	DURATION OF INFECTIVITY	MINIMUM RECOMMENDED EXCLUSION (exclusion to be determined by a medical practitioner)
CHICKENPOX	15 - 18 days	From 1 - 2 days before and up to 5 days after the appearance of the rash	5 days from onset of rash (until spots are dry)
CONJUNCTIVITIS (viral or bacterial)	Depends on cause	Whilst symptoms persist	Until treatment has begun and Inflammation has started to resolve
FIFTH DISEASE (Slapped Cheek Syndrome)	6 - 14 days	Not well known - a few days before the appearance of the rash	Until clinically well. Pregnant contacts should seek medical advice
GLANDULAR FEVER	28 - 42 days	Prolonged infectivity but once the symptoms have subsided, risk is small apart from very close contact i.e. kissing	Until clinical recovery
HAND, FOOT AND MOUTH DISEASE	3 - 5 days	Usually while symptoms persist	Until clinically well
INFLUENZA	1 - 7 days	7 – 10 days	See specific advice available on Health Protection Agency or NHS Direct websites
MEASLES	10 - 15 days	A few days before to 4 days after onset of the rash	4 days from onset of rash
NORAVIRUS	12-48 hours	12 – 60 hours	1-2 days
RUBELLA (German Measles)	14 - 21 days	About 7 days before to 4/5 days after onset of rash	5 days from appearance from rash
MENINGOCOCCAL INFECTION (MENINGITIS)	2 - 10 days (commonly 2 – 5 days)	Whilst organism is present in nose and mouth	Until clinical recovery.
MUMPS	12 - 21 days	From a few days before the onset of symptoms to subsidence of swelling (often 10 days)	Until swelling has subsided or when clinically recovered
SCARLET FEVER & OTHER STREPTOCOCCAL INFECTION	1 - 3 days	Whilst organism is present in the nasopharynx or skin lesion	Until clinical recovery or 48 hours after starting antibiotics

Notifiable Infectious Diseases

Acute encephalitis
Acute poliomyelitis
Anthrax
Cholera
Diphtheria
Dysentery
Food poisoning
Leprosy
Leptospirosis
Malaria
Measles
Meningitis
Meningococcal septicaemia
Mumps
Ophthalmia neonatorum
Paratyphoid fever
Plague
Rabies
Relapsing fever
Rubella
Scarlet fever
Smallpox
Tetanus
Tuberculosis
Typhoid fever
Typhus fever
Viral haemorrhagic fever
Viral hepatitis
Whooping cough
Yellow fever