



## St Julian's Church School & Shoscombe Church School

### Staff Sickness Policy

Issued: Nov 2015

Review: Term 5 Annually

Date: November 2015  
Review date: November 2017

#### Rationale

The management of staff absence has large financial and organisational implications. Governors and staff of St Julian's and Shoscombe Church Schools need clear guidelines on the procedures adopted when staff are absent.

While there are a limited number of statutory or conditions of service entitlements, the majority of situations are discretionary.

#### Aim

This Policy seeks to outline the procedures necessary to manage staff absence.

School based staff have to work on the 195 days of the school year, taking any holiday entitlement when the **school is closed**. However, where exceptional circumstances arise, requests for time off during term time will be considered by the Head teacher and Chair of Governors. Absence from school during term time for holidays will only be granted in very exceptional circumstances.

#### Guidelines

##### Illness

In the event of illness all staff are required to inform the designated person by 7.00am (in her absence the deputy)(See procedures at end of document.) Staff should inform the school on the afternoon of that day (by 2.30pm) irrespective of return to school or not.

Staff who are absent for more than five working days due to personal illness shall submit a self-certification form. For 8 days (ie: Monday to Monday) or more staff should submit a medical note from a doctor. Please note that for absences of more than 14 days or where 2 certificates have been submitted, a doctor's certificate of fitness to resume work should be submitted.

Entitlements to sick pay are not covered in this document.

In certain circumstances staff may wish to request a period of unpaid leave of absence. Such a request will need to be considered on an individual basis by the Head Teacher and Chair of Governors. The member of staff concerned should seek advice from their professional association regarding possible implications on superannuation entitlement etc.

### **Maternity/Paternity/Adoption Leave**

This is a statutory entitlement for all employees. Full details are available from Human Resources.

### **Reasons for absence for other than personal illness.**

In these circumstances Governors have decided to adopt LA local guidelines.

### **Leave of absence with pay will normally be given as follows:**

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|---|--|
| 1. Serious illness or death of partner, father mother, son, daughter, brother, sister, father-in-law, mother-in-law. 'Serious illness' means a dangerous illness where the suddenness of onset makes it essential for the employee to make urgent and special arrangements which can not be made by the patient themselves. | 5 days on each occasion  |
| 2. In the event of a non life threatening illness of a child or a dependent where staff have caring responsibilities.   | Staff will be granted 5 days paid leave limited to a maximum of 5 days per academic year, pro rata |
| 3. To attend interview for another appointment  | As necessary   |
| 4. To attend a presentation ceremony of degree, diploma, for partner or child or self   | One day  |
| 5. To attend any court as a witness or for jury service or for service as a magistrate  | As necessary   |
| 6. National representation as an amateur in an International sporting or cultural event or an invitation to a trial for such an event   | Not exceeding 5 days   |
| 7. Observance of a religious festival of obligation   | As necessary   |
| 8. Approved Courses   | As necessary   |
| 9. Educational examinations   | As necessary   |
| 10. Meetings of National Executive of a teachers professional association or as a representative appointed by the National  | As necessary   |

Executive to serve on a national body.

11. Funeral (of other than above)	Discretionary
12. Moving house	One day

**Leave of absence without pay will be given as follows:**

1. Electioneering as a candidate for Parliamentary, European, County and District elections	As necessary, not exceeding 7 days in any school year
2. Attendance at a national annual political party conference as an official representative.	As necessary, not exceeding 7 days in any school year
3. Personal reasons	As necessary
4. Attendance at a school before attending a new job.	1 day (unless costs are met by the other school)

**Head Teacher**

It would not normally be expected that a Head should be absent from school for an extended period (e.g. two days or more) without first notifying members of the SLT and the Chair of Governors. It must be clear which member of the school staff is in charge in the Head's absence from the site.

**Procedure for cover arrangements.**

These are as follows:

**Teaching staff** - a replacement teacher (who maybe the Head /Deputy/Assistant Head, HLTA or supply teacher) will be sought to teach the class. In certain circumstances e.g. a part-day or if there is more than one teacher absent then a class may be divided amongst the other classes.

The priority will be to maintain continuity for the children in the class of the absent teacher.

**Non teaching staff** In general cover will not be provided for non teaching staff due to budget restrictions. The exceptions to this will be:

- long term absence
- cover for 1:1 medical needs

Decisions for cover arrangements will be made by the Head Teacher/ Deputy Head/Assistant Head Teacher in their absence, with support from the School Administrator/Admin Assistant in making appropriate arrangements.

**Procedures for notification of absence**

- All staff should inform the head teacher, deputy or assistant head by 7.00am by telephoning home or mobile.
- Messages of absence must be left directly with a senior member of staff. It is not adequate to leave a message on an answer phone or to send a text message.
- There is an expectation that planning will be available for the day, should the day of illness be a Monday, planning to be emailed to the school address ([office@stjuliansprimary.co.uk](mailto:office@stjuliansprimary.co.uk) or [office@shoscombprimary.co.uk](mailto:office@shoscombprimary.co.uk))

- In case of the Head teacher being absent it must be clear which member of staff is in charge of the school during this absence.