

Reporting Sickness Absence

Information required

The following details will be required when reporting an absence:-

- It is important that the Head Teacher/Deputy Head Teacher (in her absence) are aware of the nature of the illness as it is a requirement to provide an absence code on the monthly sickness return for the L.A. We also need to know the probable duration of the illness to assist with the effective management of work for all staff.
- Please provide details of any work issues that may need to be attended to during the absence.
- If sickness absence results from an accident at work this should be reported immediately, together with details of to whom the accident was initially reported.

These first three points will be relevant for every contact.

When to report sickness

Contact must be made with the school by telephone on the first day of absence. Employees should state the nature of their absence and, where possible, give an indication of how long the absence is likely to be. Messages may be left on the answering machine up until **8.00 a.m.**, after which time the school office is staffed. Messages may then be left with the member of staff answering the call, please ask for the message to be passed onto **Mrs. J. Barber** to facilitate cover arrangements. All messages must be received before **8.15 a.m.** to enable cover where necessary to be arranged and for the Head Teacher to include in her daily brief.

N.B. Due to the contracted hours of the Cleaning Team, all cleaning staff must report any absences to the Cleaner In Charge.

Further contact must be made, where appropriate on the fourth and seventh day of continuous absence to provide an update of the situation.

Where the fourth/seventh day falls on a bank holiday, weekend or during a school closure, contact must be made on the first appropriate working day unless a doctors certificate has been submitted which includes the respective days.

Employees who fall sick during annual leave

Where sickness begins during a period of annual leave or during a closure period the employee must report the sickness on the first appropriate working day.

Sickness Certification

Medical certificates must be provided in accordance with statutory and contractual requirements.

A self-certification form must be completed from day **one** and thereafter to cover up to and including the seventh calendar day of sickness absence. This must be submitted on the day you return to work. Forms are available from the small filing cabinet in the staff room. A doctor's certificate will be required from the eighth calendar day onwards.

Where a doctor's certificate covers a period exceeding 14 days, or where more than one certificate is necessary for the same period, the employee must, before returning to work, submit a doctor's certificate of fitness to resume duties.

Any member of staff having 3 occasions of absence within a 6 month period will be invited to a formal interview.

Sickness during the school day

Please see the Head Teacher. In her absence please see Deputy Head (1st), Deputy Head (2nd) or Assistant Head Teacher if you are sick during the school day.

Return to work

Please inform the Head Teacher. In her absence please see Deputy Head (1st), Deputy Head (2nd) or Assistant Head Teacher on your return to work. You may be required to attend a return to work interview.

This policy is based on the full City of Sunderland Policy.