

Sickness-Absence Policy



Believe, Succeed, Together

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1.0 Communicating Absence

The employee must make contact with their line manager as soon as possible on the **first** day of their absence. This contact should be in the form of an e-mail and also forwarded to cover supervisors.

When contacting the Academy, the employee should report the following to their line manager:

- The nature of the illness and its likely duration.
- Arrangements for cover work and/or any other work that needs attention during their absence.

The line manager may telephone the employee to discuss the above.

The employee must make further contact on the **fourth** and **seventh** day of absence and further regular contact must be maintained thereafter.

The employee will be required to provide a doctor's 'fit note' from the **eighth** day (including non-working days) of absence.

2.0 Sick Pay

An employee's sick pay allowance is detailed in their *Statement of Written Particulars*.

The Governing Body will consider any requests for an extension to sick pay on a case by case basis.

3.0 Returning to Work

A return to work meeting will normally be conducted by the line manager on an employee's return to work following any period of absence. The purpose of this meeting is to update the employee on work related matters and to identify any additional support that may be required. **A Return to Work Form** is available in **Appendix A**.

An employee is expected to return to work at the expiry of a fit note, unless a further note is obtained. It is open to an employee to return to work prior to the expiry of a fit note, if they, and the Academy, consider this to be appropriate. However, any such intention must be discussed with the line manager prior to return, who may carry out a risk assessment where appropriate, and only where the manager is also satisfied as to the employee's fitness, may the employee return early.

Where an employee returns from a long period of absence (4 weeks or more) reasonable adjustments may be implemented, subject to advice from GP fit notes, and Occupational Health Advisors. Such adjustments could include:

- **Phased Return** - gradual increase over a defined period of time, in the intensity of work duties or working hours.
- **Altered Hours** - a change to the hours worked e.g. a later start time. This does not necessarily mean working fewer hours.
- **Amended Duties** - an amendment to duties to take account of a medical issue.
- **Workplace Adaptations** - a workplace is adapted to take account of a medical issue e.g. adapted/specialised equipment, different location of work.

Adjustments to facilitate an early return to work will be for a limited period and which will usually **not exceed 6 weeks**.

4.0 Measuring and Recording Sickness-Absence – Bradford Factor

The Bradford Factor is a simple calculation used to calculate sickness-absence and is referenced in an employee’s PM Review.

The basic formula for calculating the Bradford Factor Score is: **D x S x S**

D = the number of **days** of absence during the academic year (**due to sickness**).

S = the number of **spells** of absence during the academic year (**due to sickness**).

5.0 Outcomes Associated with Bradford Factor Scores

Score	Possible Outcomes
0-49	No Action
50-124	Verbal Warning
125-399	OH Referral and Written Warning
400-649	Final Written Warning
650+	Dismissal

Days	Spells									
	1	2	3	4	5	6	7	8	9	10
1	1									
2	2	8								
3	3	12	27							
4	4	16	36	64						
5	5	20	45	80	125					
6	6	24	54	96	150	216				
7	7	28	63	112	175	252	343			
8	8	32	72	128	200	288	392	512		
9	9	36	81	144	225	324	441	576	729	
10	10	40	90	160	250	360	490	640	810	1000
11	11	44	99	176	275	396	539	704	891	1100
12	12	48	108	192	300	432	588	768	972	1200
13	13	52	117	208	325	468	637	832	1053	1300
14	14	56	126	224	350	504	686	896	1134	1400
15	15	60	135	240	375	540	735	960	1215	1500
16	16	64	144	256	400	576	784	1024	1296	1600
17	17	68	153	272	425	612	833	1088	1377	1700
18	18	72	162	288	450	648	882	1152	1458	1800
19	19	76	171	304	475	684	931	1216	1539	1900

5.1 No Action

A Bradford Factor Score of 0-49 requires no action from the line manager.

5.2 Verbal Warning

A Bradford Factor Score of 50-124 will result in the employee receiving a verbal warning from their line manager.

5.3 Written Warning and Occupational Health Referral

A Bradford Factor Score of 125-399 will result in the employee receiving a written warning from the Principal and, where appropriate, a referral to Occupational Health.

Employees are obliged to attend appointments with an Occupational Health Adviser. Where an employee refuses to consent to the Occupational Health Adviser contacting their GP, decisions, which may have implications for their future employment, will be taken on the basis of limited information available.

Details of the referral process are included in **Appendix B** which applies to the ECC Occupational Health Service.

Following a referral to an Occupational Health Adviser, and at any other appropriate stage, the line manager will arrange to meet with the employee to discuss their absence. The employee may be accompanied by a trade union representative or work colleague, at any such meeting.

The purpose of the **Review Meeting** will be to discuss the long-term prognosis and any strategies which may support the employee's return to work and/or improve their level of absence.

5.4 Final Written Warning

A Bradford Factor Score of 400-649 will result in the employee receiving a final written warning from the Principal.

The employee will also be required to attend a **Formal Review Meeting**. They will be given at least 5 working days' written notice of the meeting and this will include the right to be accompanied by a trade union representative or work colleague. Within 10 working days of the Formal Review Meeting, the manager will notify the employee in writing of the:

- Key issues discussed and timescale for expected improvement.
- Support, guidance and monitoring systems.
- Outcome of the medical referral, where appropriate.
- Notice that if attendance does not improve sufficiently within the given timescale, the matter may be referred to a formal hearing which may result in dismissal.

5.5 Dismissal

A Bradford Factor Score of 650+ and/or continuous absence over a period of 12 months will result in dismissal, unless in exceptional circumstances.

The employee will be required to attend a **Formal Review Meeting**. They will be given at least 5 working days written notice of the meeting and this will include the right to be accompanied by a trade union representative or work colleague.

The employee has the right of appeal to the Governing Body against any formal sanctions, including dismissal. Employees are entitled to full normal pay for the period of notice.

6.0 Ill Health Retirement

6.1 Teaching Staff

A teacher may make an application for ill health retirement at any time. The application should be supported by an employee's GP/specialist and must be reviewed and considered by the employer's Occupational Health Service. The decision to grant ill health retirement rests with Teachers' Pensions.

6.2 Support Staff

In order to qualify for ill health retirement benefits, an Occupational Health Adviser is required to sign a Certificate of Permanent Incapacity indicating that the employee is permanently incapable of continuing in their role. The employer must then dismiss the employee on the grounds of ill health incapacity.

Where a Certificate of Permanent Incapacity is signed, the employee will be invited to a formal meeting with the Principal. An employee should make every effort to attend this meeting, may make representations and may be accompanied by a representative or other appropriate person. Any dismissal will be with contractual notice.

6.3 Appeals

An employee has the right of appeal against:

- The decision to dismiss on the grounds of permanent incapacity, in which case they should notify the Principal, in writing, stating the grounds for the appeal within 5 days of the **Dismissal Meeting**. Any appeal will be heard by the Governing Body Staff Dismissal Committee.
- The medical opinion stated on the Certificate of Permanent Incapacity in which case they should notify the Principal, in writing, stating the grounds for the appeal as soon as possible after receiving the certificate. This appeal will be dealt with by the Occupational Health Service and is separate from any appeal against a dismissal on the grounds of permanent incapacity. The outcome of any such medical appeal may affect any pension benefits they may have been entitled to, if any, but may not affect the decision to terminate their employment.

Appendix A



Believe, Succeed, Together

Return to Work Form

Date:

Employee's Name:

Period of Absence:

Number of Days Absent:

Number of Spells of Absence :

Bradford Factor Score:

Details of Sickness/Injury

--

Issues Discussed

--

Support/Actions Discussed

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Other Relevant Information

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Appendix B

What is Occupational Health?

Occupational Health is an independent, confidential health advisory service.

Our role is to advise management and staff on all matters relating to the effect of health on work and of work on health.

All Occupational Health medical records are maintained separately from any other records kept within Essex County Council and are only seen by Occupational Health staff. Information can only be released from Occupational Health with your written consent.

Request for Occupational Health Assessment

You have been referred to the Occupational Health Centre by your manager or by human resources. The reason for the referral will have been discussed and agreed with you.

Your manager will ask you to sign the bottom of the referral form before it is sent to the Occupational Health Centre so you are aware of and understand the reasons for the referral.

Where is the Occupational Health Centre?

The Occupational Health Centre is situated on the second floor of B Block in County Hall in Chelmsford. Simply report to the main reception desk in the atrium, who will be able to direct you. There is wheelchair access to County Hall and a lift to the second floor.

What will happen at my Appointment?

When you arrive in the Occupational Health Centre, you will be greeted by a receptionist. You will be asked to read and sign a form about the Data Protection Act.

This form asks for your consent to release an opinion about your health to your manager or human resources officer and gives you details about how your notes are dealt with within the Occupational Health Centre.

From the waiting room, you will be shown into a consulting room to see an Occupational Health Physician or Occupational Health Nurse Advisor.

The appointment will take approximately half an hour.

A discussion will take place covering:

- The reasons for your referral.
- Any effect on work or home life.
- Occupational Health requirements that would benefit you or your condition.

You may be examined by the doctor or the nurse, but this will only be done if relevant to your assessment. Occasionally we may require further information about your health from your own doctor/specialist/physiotherapist. If this is needed you will be asked to sign a consent form allowing your doctor to provide a report to us.

What Happens after the Appointment?

Following your appointment a letter detailing the advice from Occupational Health will be sent to your manager/human resources officer, and a copy will be sent to your home address.

No medical details will be included in the letter unless you have given your consent for these to be divulged. You may be asked to return for a review appointment by the Occupational Physician or Nurse Adviser. This appointment date will be sent to your home address.

If you have any queries concerning your appointment with us please contact the Occupational Health Centre on 01245 430222. Please let us know if you have any specific access requirements for both information and your appointment at the Occupational Health Centre.

Please bring with you to the consultation:

- Details of all your recent/current medication.
- Details of your GP and any consultant/specialist. (Contact name and address).
- Details of any other clinic or hospital appointments.

Please Note:

The service operates an appointment system. If you are delayed please try to telephone us. If you are more than fifteen minutes late it is likely that your appointment will have to be rearranged.

If you require detailed directions to the Occupational Health Centre at County Hall, please contact the Centre on 01245 430222.

This information is available (on request) in large print, Braille, on audio tape and computer disk. For further information contact the Occupational Health Centre on 01245 430696 (Ednet 20696).