

Sickness Absence Procedure / Flowchart

Procedure

For any staff sickness:

First Day

1.	Call school (01914898949) as early as possible (before 8.00am). Leave a message on the machine if no-one is available to take your call (HR requirement) Indicate reason for absence and how long you think you may be absent for. (If the reason is of a sensitive nature and you would prefer a call back from the Head Teacher please let us know)
2.	Telephone/text or email Emma Powley, SDHT (07752676458) before 8.00am with reason for absence and how long you think you may be absent for (cover requirement) Please indicate during this call/text if you would like regular check ins or not. You do not need to call in daily.

Fourth Day

1.	If applicable, on the fourth day of absence follow the above procedure to report your continued absence and if possible duration.
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1 week or longer

1.	If illness is long term, call school and text Emma Powley on a weekly basis with an update of illness, if you would like more frequent contact please state this in call (if you have a preferred senior leader to call please inform us). If sickness lasts more than 7 days, a fit note from the GP is required – SDHT/preferred senior lead will contact to request this and to get an update on the illness.
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Return to work:

On day of return:

1.	Before 8am - Text/call Emma Powley to inform her you are returning to work (cover reasons).
2.	On returning to work, please wait outside SDHT office at 8am to meet with EP for "Back to Work" meeting (this MUST be done before returning to duties for wellbeing and safety reason).
3.	During meeting, complete and sign self-certification form and return to work paperwork (this will include details of previous absences) If a sickness trigger has been met, SLT will discuss the need for a trigger meeting.
4.	All signed and completed paperwork passed from SDHT to Heads PA (SS) for carrying out action points (organise trigger meetings, etc) / scanning to file.
5.	SS to scan all paperwork and email business manager (DMo) with details for absence insurance claim.

NB – if requested EP/preferred SLT will check in daily

Sickness trigger meetings will be held with Chris Rue, Head Teacher.

Sickness trigger points:

- 3 or more occasion during past 12 months (based on rolling 12 month period)
- 9 days or more over the past 12 months (based on rolling 12 month period)
- Any other cause of concern such as a recognisable pattern of absence.