

Honiton Community College
Academy Trust



This Policy was adopted by the Governing Body of
Honiton Community College Academy Trust
on 31st March 2021
and will be reviewed every 3 years.

MAXIMISING ATTENDANCE AND MANAGING SICKNESS ABSENCE POLICY

Delegated responsibilities

In line with Staffing (England) Regulations 2003, the Governing Body has agreed to delegate responsibility for Hearings, which may lead to dismissal, as part of the Maximising Attendance and Managing Sickness Absence Procedure as follows:

To the Principal	Yes	Date agreed
To the First Committee of Governors	Yes	Date agreed

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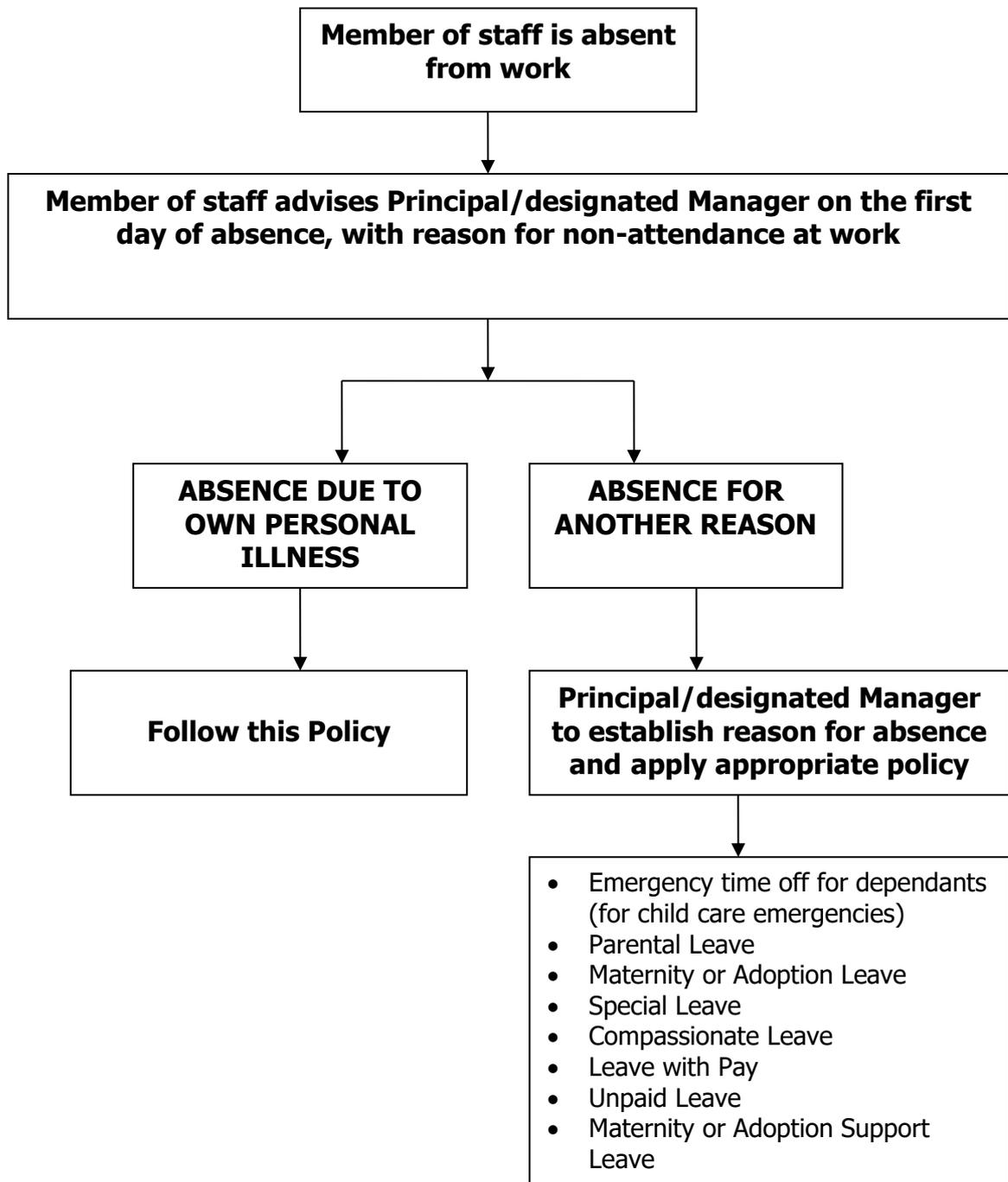
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MAXIMISING ATTENDANCE AND MANAGING SICKNESS ABSENCE

The College must ensure that the best education is provided for children and in order to achieve that, it is essential for line managers to know when a member of staff is unable to attend work in order that they can re-organise work and minimise the impact of staff absence for students and colleagues.

This Policy also assists managers in taking action to arrange any appropriate support for the member of staff and to address issues that may prevent maximum attendance of staff. Line managers must ensure that staff are aware of and follow the procedure for notifying every absence.



A. INTRODUCTION AND PURPOSE

A.1. Responsibility for maximising attendance and managing staff absence

It is the responsibility of the Governing Body and Principal to ensure that the attendance of staff is maximised and any sickness absence is managed effectively with a view to it being kept to a minimum. Effective absence management ensures that members of staff are not at work if they are ill and that causes of absence are addressed, where appropriate. Good absence management depends on prompt, sensitive and appropriate action by managers.

A.2. Consultation

This model policy is provided, following consultation with Trade Unions/Professional Associations, for the Governing Body to consider for adoption. Should the Governing Body wish to make changes to this model policy, the required consultation must be undertaken with the County Officers of the recognised Trade Unions/Professional Associations.

A.3. Aim of this policy

This policy supports and manages staff during ill health absences and return to work. This policy also provides clear guidance on dealing with frequent non-attendance at work. The aim of this policy is to secure a sustained improvement in attendance through a sympathetic and supportive approach. All previous managing sickness absence procedures adopted by the Governing Body are superseded by this policy.

A.4. Coverage

This policy applies to all staff in the College and will be made available to every member of staff through the College's internal systems.

A.5. Contractual provisions

Standards of attendance are implied within the employment contract and require staff to attend work when they are fit to do so and comply with this policy.

B. POLICY

B.1. Duty to act

The Governing Body values the contribution of all its staff to the provision of education of children at the College. Whilst recognising that staff may be prevented from attending work through ill health, the Governing Body has a duty to provide an effective education and minimise disruption and is therefore committed to maximising attendance by managing sickness absence. This will be achieved through:

- promotion of the health, safety and well-being of all staff;
- procedures to support and manage staff at work, during ill-health absences and returns to work, whilst dealing with unjustified absence;
- monitoring levels of absence for individuals within the College.

B.2. Terms and Conditions of Sickness scheme

For employees who transferred to the College from the Local Authority when it became an Academy, the terms and conditions of the sickness scheme applicable to them are detailed at annex A and B. All other employees should refer to their contract of employment which sets out their entitlement to sick pay.

B.3. Application of the Policy:

This policy for maximising attendance and managing sickness absence will be:

- non-discriminatory and in accordance with the College's Equality policies;
- in compliance with the provisions and requirements of the Equality Act 2010;

- consistently and fairly applied across the College;
- positive and preventative rather than punitive;
- sensitive and supportive to those individuals suffering the effects of ill health;
- conducted with respect for the confidentiality of individuals and in accordance with the Data Protection Act 1998;
- based on open communication between members of staff and their managers;
- explicit about the responsibilities for all involved;
- aimed at distinguishing between sickness absence and the abuse of the sickness absence system.

C. CONFIDENTIALITY

The application of this policy and any information divulged as a consequence should be considered confidential by all parties involved. Disclosure of any information to any third party will be made in accordance with this policy and/or for the purposes of obtaining appropriate professional advice and/or that may be required to do by law.

D. EQUAL OPPORTUNITIES

This procedure is based on best practice and is designed to promote a consistent and fair approach to attendance issues in the College. The Governing Body will ensure that the application of the policy will not disproportionately or unfairly affect any staff in the College recognising the diversity of the community.

E. GENERAL PRINCIPLES

E.1. Being accompanied at meetings

A representative from a recognised Trade Union/Professional Association, or an appropriate work colleague, may accompany a member of staff at all stages of the procedure. The Principal/designated Manager is advised to make staff members aware of this provision.

E.2. Sensitive situations

There may be occasions when, due to the highly sensitive nature of the cause of absence, extra discretion and sensitivity are required, e.g. a female member of staff may prefer to discuss her absence with an agreed appropriate female manager, a male member of staff with an agreed appropriate male manager. Once agreed on such sensitive occasions, this arrangement may apply for the whole of the application of this policy.

E.3. Support for employees

Additional support for employees who are experiencing absence from work, can be obtained from their Trade Union/Professional Association.

Teachers can also seek information and support from the Teacher Support Network at: www.teachersupport.info/contact.

E.4. Trade Union/Professional Association representatives

Although the usual standards of attendance apply to Trade Union/Professional Association representatives, no action will be taken within this policy against an employee who is an accredited Trade Union/Professional Association representative, nor will suspension normally be applied, until the circumstances of the case have been discussed with a full-

time or other official nominated for such purposes of the Trade Union/Professional Association concerned.

E.5. Principles of Natural Justice

Essential to the fair and reasonable application of these procedures, is the underlying commitment to the principles of natural justice, namely:

- The employee must know, in full, where the manager has concerns about his/her attendance levels at the earliest appropriate opportunity;
- The employee must have an opportunity to state his/her case before any decision is made;
- The determinations must be unbiased, fair and made in good faith;
- The employee must have the right to appeal as specified in this policy;
- The employee has the right to be accompanied to meetings by a trade union representative or work colleague.

E.6. Time Limits

The time limits in this policy may be varied by mutual agreement in individual cases.

E.7. Pensions

Termination of employment under this procedure does not mean that the member of staff's pension will be released automatically. The employee should seek further advice from their pension provider. The employee's Trade Unions/Professional Association may also be able to provide information.

Teachers should contact Teachers' Pensions at www.teacherspensions.co.uk. Associate staff belonging to the Local Government Pension Scheme can make contact at: www.lgps.org.uk

E.8. Medical Suspension

In a few rare cases it may be necessary to suspend a member of staff on full pay on medical grounds in order to ensure that the employee does not stay at work or resume his/her duties if there is a risk to him/herself, pupils or anyone s/he may come into contact with. Suspension should only be carried out on the advice of the Wellbeing@Work in line with the Education (Health Standards) (England) Regulations 2003. Advice should always be taken from the personnel provider before the Principal makes any such determination. The suspension may only be lifted by the Governing Body.

F. STATUTORY REPORTING OBLIGATIONS

No Statutory reporting obligations exist under this policy

G. ENTITLEMENT TO SICK PAY SCHEME- TEACHERS

G.1. Eligibility and conditions

To receive sick pay a teacher **must**:

- Notify the College on the first day of absence in accordance with College's arrangements;
- Provide a doctor's certificate by the eighth day for absences over seven consecutive days;
- Provide consecutive medical certificates to cover the whole period of absence prior to the previous medical certificate lapsing, where there is a continuing sickness absence, even if this covers College holidays;

- Undertake any examination that the College may require by an approved medical practitioner nominated by the College, where prolonged or frequent absences occur.
- Declare to the College an entitlement or alteration to any benefits received.

G.2. Circumstances where sick pay may not be paid - Teachers

Sick pay may not be paid to teachers if the Governors are of the opinion that the absence of the teacher is due to:

- An abuse of the sickness scheme, including taking sickness absence when the teacher is not unwell;
- The employee's own misconduct or neglect;
- Active participation in professional sport;
- Working for another employer;
- Not complying with the conditions detailed in 'Eligibility and Conditions' above;
- Conduct that is prejudicial to his/her recovery.

In these circumstances, sick pay will be suspended and the College's Conduct policy may be followed.

G.3. Sporting Activities - Teachers

A teacher may also not be paid sick pay if the absence is due to active participation in sport as a professional unless the College decides otherwise.

G.4. Absences arising from accidents, injury or assault at work

In the case of absence due to an accident, injury or assault which is attested by an approved medical practitioner to have arisen out of and in the course of the teacher's employment, further provisions may apply which are detailed in annex A.

H. ENTITLEMENT TO SICK PAY SCHEME - ASSOCIATE STAFF

H.1. Eligibility and Conditions

To receive sick pay, a member of the associate staff **must**:

- Notify the College on the first day of absence in accordance with College arrangements;
- Provide a doctor's certificate by the eighth day for absences over seven consecutive days;
- Provide consecutive medical certificates to cover the whole period of absence prior to the previous medical certificate lapsing, where there is a continuing sickness absence, even if this covers College holidays;
- Undertake any examination that the College may require by an approved medical practitioner nominated by the College, where prolonged or frequent absences occur;
- Declare to the College an entitlement or alteration to any benefits received.

H.2. Circumstances where sick pay may not be paid – Associate Staff

Sick Pay may not be paid to members of the associate staff if the Principal/designated Manager is of the opinion that the absence of the employee is due to:

- An abuse of the sickness scheme, including taking sickness absence when the member of the associate staff is not unwell;
- The employee's own misconduct or neglect;
- Active participation in professional sport;
- Working for another employer;
- Non-compliance with the conditions detailed in 'Eligibility and Conditions' above;
- Conduct that is prejudicial to his/her recovery.

In these circumstances, sick pay will be suspended and the College's Conduct policy may be followed.

I. EMPLOYEE RESPONSIBILITIES

All members of staff must comply with the conditions below, regardless of whether they will receive sick pay. Staff must:

- a. follow the sickness notification procedure detailed in this policy;
- b. provide doctor's certificates to cover sickness absences of seven consecutive days or more (including weekends) and continue to provide doctor's certificates for continuing absences prior to the previous certificate lapsing, including weekends and College holidays;
- c. provide a certificate of fitness before returning from any absence over 14 days if no end date is on the final certificate, the cost of which will be paid by the College;
- d. attend any appointments with Wellbeing@Work, as directed by the College;
- e. attend any meetings in accordance with this policy unless too unwell to do so;
- f. inform the Principal, if s/he thinks that s/he may have come into contact with infectious diseases. The Principal will liaise with the appropriate advisors and authorities;
- g. keep the Principal/designated Manager or other nominated person informed of progress;
- h. be aware of the impact of any other employment on the employment in the College;

A member of staff may at any time provide medical information from his/her GP/consultant to the Principal/designated Manager, if s/he wishes.

J. MANAGEMENT RESPONSIBILITIES

The Principal and the Governing Body have a responsibility to:

- a. create a healthy and supportive work atmosphere where staff will feel valued, want to come to work and have a good work/life balance;
- b. establish a good attendance culture;
- c. tackle any work related causes of illness;
- d. promote the occupational health, safety and well-being of staff by showing commitment to supporting policies which enhance working conditions, support staff and enable them to work well and effectively;
- e. have clear and reliable arrangements in place for reporting absence;
- f. ensure that all absences are recorded to ensure that sick pay is paid properly where applicable;
- g. follow up all absences on the return of the member of staff to ensure that all is well and that there are no underlying problems that may recur;
- h. not make any assumptions about sickness absence without the facts being clearly established;
- i. always remain open and sympathetic to the needs of individual members of staff and be sensitive to the particular circumstances applying in each situation;

- j. be aware that high levels of absence may affect other colleagues, resulting in a loss of morale, and leading to possible resentment when the member of staff returns to work;
- k. be aware that a member of staff may not be willing to discuss details of her/his illness with her/his direct line manager but may prefer to discuss it with a manager of the same sex;
- l. be aware that if a member of staff is disabled as defined by the Equality Act 2010, there is a duty to make reasonable adjustments.

K. REPORTING ABSENCE

K.1. The First Day of Absence

Every absence must be notified by the employee and recorded by the College. Reporting by the College must also take place to ensure the prompt and correct payment of sick pay/allowances is made to employees that meet the eligibility criteria. Accurate records must be kept by the College of the employee's absences from work.

EMPLOYEE RESPONSIBILITIES

- Telephone Principal/designated Manager in line with College arrangements.
- Give details of illness or injury, anticipated length of absence from work, and if there are any work commitments or deadlines that need re-arranging/meeting.
- If absence may have been caused by something that happened at work inform Principal/designated Manager of the cause and as soon as possible complete a PO3 form - Report of an Accident, Incident or Act of Violence or Aggression.
- Exceptionally, if unable to telephone in person, arrange for someone else to telephone and give reason that staff member is unable to call.
- Self-certification on Report of Absence Form must be completed from FIRST day (including part days) of any absence and on returning to work.
- Failure to inform a Principal/designated Manager of absence and comply with the responsibilities set out in this section may be considered as unauthorised absence and may be investigated under the Colleges Conduct Policy.

LINE MANAGER RESPONSIBILITIES

- Try to speak to a member of staff when informed of his/her absence to establish the cause and anticipated length of absence. The employee should only be contacted once by the College on the first day of absence.
- Clarify any current work commitments and rearrange or cover where necessary
- Ensure details are recorded on Absence Form having due regard for confidentiality.
- In the event of an accident or injury at work, ensure accident reporting procedures are followed.
- When employee recommences work, conduct a 'Return to Work' meeting.

K.2. The Eighth Day of Absence

Every absence over seven consecutive days has to be certificated by a Medical Practitioner. Reporting by the College must also take place to ensure that prompt and

correct payment of sick pay/allowances is made to employees that meet the eligibility criteria. Accurate records must be kept by the College of the employees absences from work.

EMPLOYEE RESPONSIBILITIES

- For absences over seven consecutive days, (regardless of whether or not these are working days), a doctor's certificate must be provided and forwarded to the Principal/designated Manager by the 8th calendar day of absence.
- Where there is a continuing sickness absence then consecutive medical certificates to cover the whole period of absence must be submitted and provided to the Principal/ designated Manager prior to the previous medical certificate expiring.
- Where an end date is not specified on a medical certificate, (which can be a specific date or the expiry of a certificated period), and the period of absence exceeds **14** calendar days, a certificate of fitness, (i.e. medical certificate), to resume work must be obtained from the GP and provided to the College before recommencing work. The College will fund, if necessary.
- Failure to complete a self-certification form or to submit a medical certificate may result in delay or loss of sick pay. See 'Entitlement to Sick Pay'

LINE MANAGER RESPONSIBILITIES

- To ensure correct medical certificates are received from members of staff and appropriate action taken.
- To ensure prompt and correct completion of Absence Form.
- To review the trigger points in this policy.
- When employee recommences work, to conduct a 'Return to Work' meeting.

L. KEEPING IN TOUCH

It is important for Principal/designated Managers and staff to keep in contact in order to encourage staff to return to work as soon as they are able to do so and to avoid members of staff losing touch with the College. Principal/designated Managers need to be kept informed of a member of staff's progress in order to try to ensure appropriate support, organise work and maintain service delivery.

In exceptional circumstances it may be appropriate for the direct contact to be with a manager in the College other than the member of staff's Principal/designated Manager. The Principal/designated Manager needs to ensure this responsibility is designated to an appropriate person. In exceptional circumstances the College may agree to contact being maintained via a named representative agreeable to the College and the employee (e.g. relative, Trade Union/Professional Association representative).

EMPLOYEE RESPONSIBILITIES

LINE MANAGER RESPONSIBILITIES

- Keep Principal/designated Manager informed of progress.
- Advise on the continuing reason for absence and when likely to be fit to return to work, if known.
- Provide medical certificates in accordance with this policy.
- Advise any adjustments that could be made to work place or duties to facilitate a return to work.
- Ensure reasonable, sensitive and appropriate contact is maintained with staff absent from work due to ill health.
- Contact may be made through telephone conversations, letters, emails or meetings at mutually agreed locations.
- Keep a file note of dates of contact and progress made.
- Ascertain if the staff member wishes to be kept up to date with College issues e.g. notes of staff meetings, College newsletters etc. There should be no expectation that an employee will undertake work while they are off sick.
- If a member of staff is absent for over three weeks, contact should be made through a meeting at a mutually agreed location, by prior arrangement. The member of staff may be accompanied by a trade union representative or a colleague.

M. RETURN TO WORK MEETINGS

Every member of staff should be seen by their Principal/designated Manager after every sickness absence to make sure s/he is fit for work and to determine whether any support or adjustments are needed. This could be an informal contact depending on the circumstances of the absence.

EMPLOYEE'S RESPONSIBILITIES

- Inform the Principal/designated Manager at the earliest opportunity of proposed date of return to work (and no later than at the beginning of the first day back).
- Discuss the circumstances of the absence with the Principal/designated Manager.
- Discuss any support or adjustments that could be considered.

LINE MANAGER'S RESPONSIBILITIES

- Meet with the employee, face-to-face ideally, on the first day back at work.
- Confirm the reasons for the absence. Identify and address any problems at an early stage. Ensure all certification is complete, including the return to work form.
- Ensure the employee has complied with certification requirements.
- Discuss any support or adjustments that could be considered.
- Record the absence on the Absence Record Chart.
- Update staff member on relevant College issues.
- Discuss any concerns about the absence or absence record generally.
- Consider referral to W@W if appropriate.
- Completion of appropriate risk assessment.
- Consider need to convene Absence Meeting.

N. MONITORING ABSENCE

N.1. Responsibility to maximise attendance and monitor absence

The Governing Body and the Principal must monitor sickness absence within the College. This is to ensure that an accurate record exists of sickness absence both individually and by College and to enable positive action to be taken to address excessive levels.

N.2. Trigger Points

Triggers points provide consistency of approach and ensure the Governing Body and the Principal are aware of developing patterns of absence, and will define the points at which it is appropriate for managers to review the sickness absence history of an individual member of staff, in order to help improve the member of staff's attendance at work. The trigger points will be equally applied to all staff, unless the employee has a protected characteristic as defined in the Equality Act 2010, where the appropriate course of action will be decided on a case by case basis..

N.2.1. Short Term Absence

The defined trigger levels of Short Term sickness absence that will prompt action in accordance with this procedure, unless the employee has a protected characteristic as defined in the Equality Act 2010, where the appropriate course of action will be decided on a case by case basis, are as follows:-

The trigger levels are:

- **3 or more instances of sickness absences in any 3 month period**
- **6 or more instances of sickness absences in any 12month period**
- **8 or more working days sickness absence within any 12 month period**
- **Any other recognisable pattern, e.g. always absent on a Monday or at certain times of year.**

N.2.2. Long Term Absence

The defined trigger levels of Long Term sickness absence that will prompt action in accordance with this procedure, unless the employee has a protected characteristic as defined in the Equality Act 2010, where the appropriate course of action will be decided on a case by case basis, are as follows:-

- A continuous period of sickness absence of four calendar working weeks or more. Only working weeks should be counted towards the defined levels of Long Term sickness absence.

If any member of staff accumulates the above levels of absences, the Principal/designated Manager should initiate the process documented in this policy.

N.3. Who should manage the process

In the case of a Principal, the Chair of Governors should be responsible for applying the procedure. For all other employees, the staff member's Principal/designated Manager (or in exceptional circumstances another manager identified by the Principal, e.g. Deputy Principal) will be responsible for carrying out all stages of the procedure. For ease of reference the person managing the process will be known as '**the Responsible Officer**'.

EMPLOYEE'S RESPONSIBILITIES

- To participate with the Responsible Officer in a review of his/her absence record.
- To attend a medical examination at Wellbeing@Work. (Failure to attend agreed appointments for reasons other than those acceptable to the College e.g. being too unwell or on pre-booked leave, may result in disciplinary action).

RESPONSIBLE OFFICER'S RESPONSIBILITIES

- To ensure that he/she has up to date and correct information on all staff absence, utilising the reports available e.g. Absence Record Chart.
- To review a member of staff's absence record when trigger points are reached.

O. FIRST ABSENCE MEETING

This meeting should take place as soon as possible and normally within ten working days:

- of any one of the trigger points above being met and/or
- of any concern for the employee's welfare and/or
- of any concern for the welfare of others who s/he may come into contact with.

The meeting should be carried out at a suitable location depending on the circumstances. If the employee is absent from work it may be appropriate to have the discussion on the telephone or via a union representative with the consent of the employee.

O.1. Advising the Member of Staff

The employee should be given a copy of this policy and advised that the meeting will consider:

- a) the circumstances surrounding the absences (continuing sickness absence or frequent short term absences) or the concerns for his/her welfare and/or the welfare of others;
- b) the arrangements in place to cover their absence;
- c) his/her absence record, a copy should be given to the employee in advance of the meeting – the member of staff should be asked to confirm this as accurate;
- d) where advice from W@W is already available and this does not indicate that the employee is permanently unfit or should be redeployed, the implications of the medical advice on his/her continued employment should be outlined and confirmed;
- e) any particular issues the member of staff wishes to raise in connection with his/her sickness absence levels or the welfare concerns raised or any concerns s/he has which would require specialist support and that assistance is available through W@W.

The member of staff should also be advised that:

- a) they may be accompanied at the meeting by a Trade Union/Professional Association representative or work colleague;
- b) that the Responsible Officer may be accompanied by a personnel officer or senior manager;

- c) that notes will be taken of the meeting and a copy will be provided to the employee;
- d) that the meeting may go ahead in the absence of the employee.

O.2. Determining the appropriate course of action

At the First Absence Meeting the Responsible Officer will consider all the circumstances and decide whether or not any action should be taken.

This may include:

- a) a decision to take no further action because:
 - no recurrence of the absence is expected and/or
 - welfare concerns have been addressed;
- b) convening a Second Absence Meeting;
- c) advising the member of staff that the Responsible Officer is monitoring his/her level of absence and that an improvement is expected;
- d) a referral to Wellbeing@Work, if this has not already taken place;
- e) a decision on a new trigger for the level of any additional sickness absence;
- f) a requirement to provide a doctor's certificate from the first day of any absences until further notice; a receipt must be obtained for reimbursement from the College;
- g) changes to be made to the member of staff's duties or responsibilities, if appropriate;
- h) consideration of redeployment if appropriate;
- i) combinations of the above.

O.3. Timescales for Next Meeting

If necessary, the Responsible Officer should set a date for a Second Absence Meeting.

O.3.1. In the case of Short Term Absence the Second Absence Meeting will normally take place 6 – 8 weeks after the First Absence Meeting. However, this period may be extended if it appropriate to do so in the circumstances.

O.3.2. In the case of Long Term Absence the Second Absence Meeting will normally take 6-12 weeks after the First Absence Meeting. However, this period may be extended if it appropriate to do so in the circumstances.

O.4. Confirmation in writing

The Responsible Officer should confirm the details of the meeting in writing giving a summary of the points discussed together with a confirmation of the outcome of the meeting.

P. SECOND ABSENCE MEETING

The Responsible Officer should arrange a Second Absence Meeting with the employee on the date agreed at the First Absence Meeting to discuss his/her attendance. If the employee has returned to work, the Responsible Officer should ensure that the employee is fit to return, well supported and that any work related matters are discussed.

The Responsible Officer will confirm the details of the Second Absence Meeting in writing to the employee:

P.1. Notification of Second Absence Meeting

The employee should be advised that the meeting will consider:

- a) the circumstances surrounding the absences (continuing sickness absence or frequent short term absences) or the concerns for his/her welfare and/or the welfare of others;
- b) the arrangements in place to cover their absence;
- c) the accuracy of the absence record;
- d) advice from W@W that has been received including the implications of the medical advice on his/her continued employment;
- e) any particular issues which the employee wishes to raise in connection with his/her sickness absence levels or any concerns s/he has which would require specialist support and that assistance is available through W@W,;

The member of staff should also be advised that:

- a) that the member of staff can be accompanied by a Trade Union/Professional Association representative or work colleague;
- b) that the Responsible Officer may be accompanied by a personnel officer or senior manager;
- c) that notes will be taken of the meeting;
- d) that the meeting may go ahead in the absence of the employee;
- e) re-deployment may be considered if appropriate;
- f) consideration may have to be given to his/her continued employment unless his/her absence(s) through sickness diminish;
- g) that following the meeting the matter may be referred to a Formal Hearing.

P.2. Possible Outcomes

At the meeting consideration will be given, but not limited, to:

- a) referral to the W@W for further advice;
- b) in cases where the employee has a disability, to making any reasonable adjustment(s) that will help to alleviate any sickness problems related to his/her disability;

- c) a requirement to provide a doctor's certificate from the first day of any absence until further notice. A receipt must be obtained for reimbursement from the College.
- d) any other assistance that can be given to aid an improvement in attendance levels;
- e) the impact of any other employment the member of staff has;
- f) whether a further review period is necessary. If the Responsible Officer considers this to be appropriate, the further review period will usually last between six weeks and twelve weeks, following which the employee will be invited to a further meeting in accordance with the principles set out in paragraph P.1;
- g) convening of a Formal Hearing;
- h) consideration as to whether redeployment is appropriate.

P.3. Timescales for Formal Meeting

If necessary, the Responsible Officer should set a date for a Formal Meeting.

P.1.1. In the case of Short Term Absence the Formal Meeting will normally take place 6 – 8 weeks after the Second Absence Meeting (or meeting convened after a further review period). However, this period may be extended if it appropriate to do so in the circumstances.

P.1.2. In the case of Long Term Absence the Formal Meeting will normally take 6-12 weeks after the Second Absence Meeting (or meeting convened after a further review period). However, this period may be extended if it appropriate to do so in the circumstances.

P.4. Significant improvement in attendance

Where there has been no absence during the period between the First and Second Absence Meeting, the Principal may, in conveying the decision, advise the employee that should s/he meet any of the trigger points within the next 12 months that the procedure will continue from Second Absence Meeting Stage.

Q. THE FORMAL HEARING

The Hearing may be conducted by the Principal in accordance with his/her delegated responsibilities and if he/she has had no previous involvement in the matters being considered, otherwise a panel of governors will conduct it. The panel will consist of one or more governors. In the case of the Principal, a panel of governors will conduct the Hearing.

The purpose of the Hearing is to consider the Responsible Officer's report and to give the member of staff the opportunity to respond to it and/or provide any details of special circumstance before a decision is made on the member of staff's future employment.

The Hearing should be conducted in accordance with employment law and good employee relations practice.

Once the decision has been made to convene a Formal Hearing under the Maximising Attendance and Managing Sickness Absence Policy, the employee will be notified in writing that a Hearing will take place to consider either:

- his/her on-going absence of the member of staff from work due to ill health

or

- his/her inability of the member of staff to attend work and give regular service.

The Responsible Officer will prepare a report on the level and effect of the sickness absence and action taken, including meetings and appropriate notes of meetings, factual medical information and a current medical opinion from Wellbeing@Work (including any information from the employee's GP/consultant, subject to the Access to Medical Records Act) should be covered in the report. In the case of a person with disabilities, the report should state what efforts have been undertaken to make any reasonable adjustments.

The employee will be given a copy of the Absence Report with the letter. At least ten clear consecutive days' notice of the Hearing must be given.

Q.1. Formal Notification of Formal Hearing

The formal notification will include:

- a) the date, time, place of the Hearing;
- b) the names of the person(s) who will hear the case;
- c) the Responsible Officer's report;
- d) details of the employee's employment;
- e) who will present the management case;
- f) copies of any written material or evidence that is relevant;
- g) names of any witnesses to be called;
- h) the fact that the Hearing may result in the determination that the employee shall cease to work at the College and have his/her employment terminated;
- i) the fact that the Hearing may take place in the member of staff's absence if s/he fails to attend without a satisfactory explanation. If s/he is unable to attend through illness, s/he should arrange representation at the meeting and provide written submissions to the Hearing;
- j) the employee's right to be represented by a recognised Trade Union/Professional Association representative or work colleague and to call witnesses and that it is his/her responsibility to arrange this;
- k) the employee's right to submit any documentation;
- l) a copy of the Maximising Attendance and Managing Sickness Absence Policy;
- m) that the member of staff should confirm to the Clerk to the Governors that s/he will be attending and who his/her representative will be;
- n) that the Clerk to Governors must receive from the employee or his/her representative, all the documentation, the names of witnesses that s/he may wish to call and any written representations the employee may wish to make at least four days before the date set aside for the Hearing.

A copy of the formal notification letter and report and any submissions from the member of staff should be sent to the person(s) conducting the Hearing.

At the end of the Hearing, there will be an adjournment to enable the person(s) conducting the Hearing to consider all the evidence presented. The person(s) conducting the Hearing may take one of the following courses of action, according to the circumstances of the case:

- a) To issue the member of staff with a final warning advising that the stage has been reached where it will be impossible to continue his/her employment unless his/her level of absence

from College improves and that the situation will be kept under review within a defined period up to a maximum of 12 months with a target for attendance set by the Responsible Officer.

- b) Where an employee's absence has been at such a level as to impair/limit his/her experience or development in his/her post, alternative work of a nature more suitable to the member of staff's state of health shall be sought within the College, failing which, his/her employment will be terminated as below.
- c) to dismiss the employee with the notice to which they are entitled by law or under his/her contract of employment because his/her sickness record is such that the stage had been reached when it is impossible to continue with his/her employment as they are incapable of satisfactorily performing the job for which they are employed.
- d) Any other appropriate action in keeping within the spirit of this policy (to maximise attendance and manage sickness absence) that has due regard to the financial means of the College and does not impact on the provision of education to children nor the health, safety and/or wellbeing of the employee or his/her colleagues.

The decision will be confirmed in writing to the employee where practicable within seven clear, consecutive days.

R. THE APPEAL HEARING

An employee can appeal against the outcome of the Formal Hearing, if that decision is to issue the employee with a final warning or dismiss the employee from their employment.

The right of appeal must be exercised in writing to the Clerk of Governors stating the grounds for the appeal in full within ten clear consecutive days of receipt of the letter of confirmation of the decision of the Hearing.

The potential grounds for appeal are that:

- a) The investigation process was flawed;
- b) The decision of the Hearing was too harsh taking into account the circumstances;
- c) There was a procedural error.

The purpose of the Appeal Hearing is to give the employee the opportunity to have the grounds of appeal considered by a committee of governors who have had no previous involvement.

The Appeal Hearing will be convened at the earliest convenient date and seven clear consecutive days' notice will be given. The employee is entitled to be accompanied to the Appeal Hearing by a Trade Union representative or a colleague. The Employee will be provided with written details of any new information which comes to light before the Appeal Hearing. The employee will also be given a reasonable opportunity to consider this information before the Appeal Hearing.

The Appeal Committee, which will consist of [three] governors will ensure that the proceedings adhere to good personnel practice. The governors will not have had any previous involvement in the matter.

Depending on the grounds of appeal, the Appeal Hearing may be a complete rehearing of the matter or a review of the original decision.

Following an appeal the original decision may be confirmed, revoked or replaced with a different decision. The final decision will be confirmed in writing, if possible within seven days of the appeal meeting. There will be no further right of appeal.

The date that any dismissal takes effect will not be delayed pending the outcome of an appeal. However, if the appeal is successful, the decision to dismiss will be revoked with no loss of continuity or pay.

The Appeal Committee decision is final.

DOCUMENT CHANGE HISTORY

The following changes were made by the Personnel Committee of Honiton Community College Academy Trust on the 4th July 2011 and adopted by the Full Governing Body on the 20th July 2011:

- Front Cover: Honiton Community College Governing Body changed to Honiton Community College Academy Trust Governing Body
- All references to 'Headteacher' changed to 'Principal'
- E.6. – 'The Director of Children and Young People's Service must be represented by a DCC Personnel Officer' deleted and replaced by 'Honiton Community College Academy Trust Governing Body must be represented by a qualified Human Resources person'.

Review of Policy completed by Foot Anstey – solicitors (January 2015)

Annex A: Burgundy Book Sick Pay Scheme

DEFINITIONS

"Teachers" means all teachers (including head teachers) who work in schools or in centrally managed LEA services and who are remunerated either on a full-time basis or a part-time basis, other than:

- (a) those employed on a day to day or other short notice basis (i.e. teachers paid at a daily or hourly rate) under the terms of the School Teachers' Pay and Conditions Document;
- (b) those employed on a temporary basis either for a period of one term or less or as substitutes for permanently appointed teachers absent for reasons such as secondment, prolonged illness or maternity;

"Schools" means all schools which are primary (including nursery), secondary or special under the terms of the Education Act 1944 together with any units either associated with a school or otherwise operated under section 19 of the 1996 Education Act. This definition will also include middle schools.

"Approved Medical Practitioner" means any registered medical officer nominated or approved by the employer.

"Continuous Employment" is computed in terms of weeks in the manner laid down in the Employment Rights Act 1996.

Any period of continuous employment should date from the date of commencement of employment with the employing authority unless the authority provides otherwise.

Any qualifying period of continuous employment, as defined and computed shall not be broken by periods of approved leave of absence whether it be with or without pay. A period of school closure would not normally constitute a break in continuity of employment.

1. Leave of Absence

This section covers entitlement to sick pay and sick leave and the conditions to be fulfilled for those entitlements.

2. Sick Leave and pay

- 2.1. Provided the appropriate conditions are met, a teacher absent from duty because of illness (which includes injury or other disability) shall be entitled to receive in any one year sick pay as follows:

During the first year of service	Full pay for 25 working days and after completing four calendar months' service, half pay for 50 working days
During the second year of service	Full pay for 50 working days and then half pay for 50 working days
During the third year of service	Full pay for 75 working days and half pay for 75 working days
During the fourth and subsequent years	Full pay for 100 working days and half pay for 100 working days

For the purpose of the sick pay scheme, "service" includes all aggregated teaching service with one or more local education authorities.

2.2. Each employer has the discretion to exceed the minimum entitlement for sick leave and should review the position of teachers at an early opportunity and before their entitlements to paid sick leave expires.

2.3. For the purposes of this scheme, "working days" means teaching and non-teaching days within the "directed time", as specified under paragraph 40 of the School Teachers' Pay and Conditions Document.

3. Sick Pay

Sick pay shall include, where appropriate, Statutory Sick Pay and shall not exceed the full (ordinary) pay of the teacher under the contract of employment.

4. Sick Leave Year

For the purposes of calculating a teacher's entitlement during a year under paragraph 2, a year is deemed to begin on 1st April and end on 31st March of the following year. Where a teacher starts service after 1st April in any year, the full entitlement for that year will be applicable. Where a teacher is on sick leave on 31st March in any year, no new entitlements shall begin until the teacher has resumed duty and the period from 1st April until the return to duty is regarded as part of the preceding year's entitlement for the purpose of this scheme. When a teacher moves to another employer, any sick pay paid during the current year by the previous employer shall be taken into account in calculating the amount and duration of sick pay payable by the new employer.

5. Deductions from sick pay

5.1. Full Pay

5.1.1. The following deductions, subject to paragraphs 6.1 and 7 below, shall be made from sick pay where it equals full pay;

5.1.1.1. The amount of sickness and incapacity benefit receivable under the Social Security Act 1975 – 1994;

5.1.1.2. Compensation payments under the Workmen's Compensation Acts where the right to compensation arises in respect of an accident sustained before 5th July 1948;

5.1.1.3. The dependency element (but disability element) of any treatment allowance received from the Department of Social Security.

5.2. Half Pay

5.2.1. Where sick pay is less than full pay, deductions shall be made only so far as it necessary to ensure that sick pay together with the benefits receivable in respect of insurance under the Social Security Act 1975 – 1994 does not exceed full (ordinary pay).

5.2.2. Deductions equivalent to those in paragraphs 5.1 and 5.2 above shall be in the basis that the teacher is eligible to receive such benefits, payments or allowances whether or not he or she takes the necessary steps to obtain them.

5.2.3. Deductions equivalent to those set out in paragraph 5.1 above shall be made from the sick pay of a teacher who is a married woman or a widow and has elected to pay reduced contributions under the terms of the Social Security Act 1975 and Social Security Contribution Regulations 1979, provided that, where a widow is in receipt of a widow's or widowed mother's allowance or widow's pension, regard should be paid in calculating the amount of sick pay only to such parts of the National

Insurance benefit receivable as is in excess of the amount received by the teacher from the Department of Social Security in weeks of full normal employment.

6. Termination of Employment during a period of fixed sick leave

- 6.1 In the event of a teacher exhausting in parts or all his/her entitlements under paragraph 2.1 above and being given notice of termination of his/her Contract without returning to work on the ground of permanent incapacity or for some other reason related to the sickness absence, he/she shall be paid full salary for the notice period with normal deductions only.

7 School Closure periods

- 7.1 For the purpose of 2.1 above, two half school days shall be deemed to be equivalent to one working day. Whilst sickness during closure periods will not affect the period of a teacher's entitlement to sick leave under 2.1 above, it will be relevant so as far as deduction of benefit is concerned. Thus the same deductions applicable to a teacher in respect of sickness on working days will be applicable in respect of sickness during a closure period.
- 7.2 The rate of sick pay applicable to a teacher in respect of sickness during the closure of a school is the rate applicable to him/her on the last day before closure. Where a teacher, therefore, is ill immediately preceding a closure period and:
- 7.2.1 He/she is on full sick pay.
- 7.2.1.1 He/she shall continue on full sick pay, but the closure period is not counted against his/her entitlement under 2.1 above;
- 7.2.2 He/she is on half sick pay.
- 7.2.2.1 He/she shall continue on half sick pay, but the closure period is not counted against his/her entitlement.
- 7.2.3 He/she has exhausted his/her sick pay entitlement and is not receiving any pay – he/she shall continue to receive no pay.
- 7.3 Where a teacher is either on half pay or is not receiving pay he/she may be put back on full (ordinary) pay by the procedure in 7.4 below.
- 7.4 When a teacher is ill immediately preceding a closure of the school, and has exhausted his/her sick leave entitlement, or is on less than full pay, and recovers during the period of closure, such teacher shall be deemed, for the purpose of calculating the amount of salary due, to have returned to duty on the day he/she is authorised medically fit to do so by means of a Doctor's Statement obtained for that purpose, provided he/she actually returns to duty on the first day after the period of closure. Where a teacher in these circumstances does not return to duty on the first day after the period of closure he/she shall refund such sum as the Employer at their discretion may decide.
- 7.5 If, during the period of closure a school teacher falls ill and becomes entitled to Statutory Sick Pay or becomes or would become (but for election to be expected from liability to pay contributions) entitled to claim any of the benefits referred to in sub-paragraph 5.1 above, it shall be his/her duty to notify the Employer thereof (in accordance with sub-paragraph 8.1 below as if the days of closure were working days) so that the Employer may either pay Statutory Sick Pay (where appropriate) or make the appropriate deductions.

8 Conditions

- 8.1 A teacher shall not be entitled to sick pay unless:

- 8.1.1 Notification is made to the Employer as may be required, not later than the first working day of absence;
 - 8.1.2 A Doctor's Statement is supplied not later than the eight day of absence.
 - 8.1.3 Subsequent Doctor Statements are submitted at the same intervals as they are required for D.S.S (N.I) purposes and on return to duty in those cases where the absence extends beyond the period covered by the initial Statement and at similar intervals during a period of entitlement to Statutory Sick Pay;
 - 8.1.4 In the case of prolonged or frequent absence, the teacher undertakes any examination that the Employer may require by an approved medical practitioner nominated by them, subject to the provisions of the Access to Medical Reports Act 1988 where applicable. The cost of the examination shall not be borne by the teacher. The teacher's own Doctor may be present at such an examination at the teacher's request;
 - 8.1.5 The teacher declares to the satisfaction of the Employer his or her entitlement to benefits under the relevant Acts as well as any alteration in the entitlement to such benefits.
- 8.2 When a teacher enters hospital or a similar institution at a Doctor's Statement on entry or discharge shall be submitted in the place of periodic Statements.

9 Absences arising from accidents, injury or assault at work

- 9.1 In the case of absence due to accident, injury or assault attested by an approved medical practitioner to have arisen out of and in the course of the teacher's employment, including attendance for instruction at physical training or other classes organised or approved by the Employer or participation in any extra curricular or voluntary activity connected with the school, full pay shall in all cases be allowed, such pay being treated as sick pay for the purposes of paragraph 3 to 7.5 above, subject to the production of Self Certificates and/or Doctor's Statements from the day of the accident, injury or assault up to the date of recovery, but not exceeding six calendar months.
- 9.2 After that maximum period of six months full pay, in the event of the teacher not returning to duty he/she shall be entitled to normal sick leave and pay under the terms of paragraph 2.1 according to his/her length of service as described by that paragraph.
- 9.3 Absence resulting from accidents, injuries or assaults referred to in sub-paragraph 9.1 shall not be reckoned against the teacher's entitlements under paragraph 2 above, although such absences are reckonable for entitlement to Statutory Sick Pay.
- 9.4 For the purpose of sub-paragraph 9.1 "absence" shall include more than one period of absence arising out of a single accident, injury or assault.

10 Contact with Infectious Diseases

- 10.1 When the approved medical practitioner attests that there is evidence to show a reasonable probability that an absence was due to an infectious or contagious illness contracted directly in the course of the teacher's employment full pay shall be allowed for such period of absence as may be authorised by the approved medical practitioner as being due to the illness, and such absence sum shall not be reckoned against the teacher's entitlement to sick leave under paragraph 2 above, although such absences are reckonable for entitlement to Statutory Sick Pay.

- 10.2 Where the absence is attested by the approved medical practitioner to be due to pulmonary tuberculosis and the teacher carries out an approved course of treatment full salary shall be paid in respect of the first twelve calendar months of the period of absence after attestation and further full or half pay shall be allowed at the discretion of the Employer.
- 10.3 A teacher residing in a house in which some other person is suffering from an infectious disease shall at once notify the Employer and the teacher shall, if required, take such precautions as maybe prescribed, provided that if in the opinion of the approved medical practitioner it is consider inadvisable, notwithstanding such precautions, for such teacher to attend duty, full pay shall be allowed during any enforced absence from duty, such pay being sick pay for the purposes of paragraphs 3 to 7.5 above. This provision will also apply where, in the opinion of an approved medical practitioner, it is inadvisable for a teacher to attend duty for precautionary reasons due to infectious disease in the work place. The period of absence under this paragraph shall not be reckoned against the teacher's entitlement to sick leave under paragraph 2 above, although such absences are reckonable for entitlements to Statutory Sick Pay.

11 Absences Caused by Negligence

- 11.1 If the absence of the teacher is occasioned by the actionable negligence of a third party in respect of which damages are recoverable, he/she shall advise the Employer forthwith and the Employer may require the teacher to refund a sum equal to the abrogate of sick pay paid to him/her during the period of disability of such part thereof as is deemed appropriate, but not exceeding the amount of the damages recovered. In the event of the claim for damages being settled on a proportionate basis, the Employer will require full details and will determine the actual proportion of sick pay to be refunded by the teacher.
- 11.2 If the Employer, in consultation with the governing body as appropriate, are of the opinion that the disability which has occasioned the teacher's absence from work is due to his/her misconduct, or if the teacher has failed to observe the conditions of the scheme, or has been guilty of conduct prejudicial to his/her recovery, the payment of any sick pay under the scheme may be suspended by the Employer. In any such case the Employer shall inform the teacher of the grounds upon which the payment of sick pay has been suspended. He/she will then be given the opportunity to submit his/her observations and to appear (accompanied by a representative if he/she so wishes) before the Employer, or governing body, as appropriate. The Employer, in consultation with the governing body as appropriate, will thereupon decide whether the disability was due to the conduct of the teacher or whether he/she has failed without reasonable cause to observe the conditions of the scheme, or has been guilty of conduct prejudicial to his/her recovery, in which case the teacher shall forfeit his/her right to any payment or further payment of sick pay in respect of that period of absence.
- 11.3 Sick pay shall not be paid in a case of accident due to the active participation in sport as a profession unless the Employer decides otherwise, the Statutory Sick Pay may be payable.

Annex B: Green Book Sick Pay Scheme

1. The Scheme is intended to supplement Statutory Sick Pay and Incapacity Benefit so as to maintain normal pay during defined periods of absence on account of sickness, disease, accident or assault.
2. Absence in respect of normal sickness is entirely separate from absence through industrial disease, accident or assault arising out of or in the course of employment with a local authority. Periods of absence in respect of one shall not be set off against the other for the purpose of calculating entitlements under the scheme.
3. Employees are entitled to receive sick pay for the following periods:

During 1 st year of service	1 months full pay and (after completing 4 months service) 2 months half pay
During 2 nd year of service	2 months full pay and 2 months half pay
During 3 rd year of service	4 months full pay and 4 months half pay
During 4 th and 5 th year of service	5 months full pay and 5 months half pay
After 5 years' service	6 months full pay and 6 months half pay

Authorities shall have discretion to extend the period of sick pay in exceptional cases.

4. The period during which sick pay shall be paid, and the rate of sick pay, in respect of any period of absence shall be calculated by deducting from the employee's entitlement on the first day the aggregate of periods of paid absence during the 12 months immediately preceding the first day of absence.
5. In the case of full pay periods sick pay will be an amount which when added to statutory sick pay and incapacity benefit receivable will secure the equivalent of normal pay.
6. In the case of half pay periods sick pay will be an amount equal to half normal earnings plus an amount equivalent to statutory sick pay and incapacity benefit receivable so long as the total sum does not exceed normal pay.
7. Normal pay includes all earnings that would be paid during a period of normal working, but excluding any payments not made on a regular basis.
8. The Social Security benefits to be taken into account for the calculation of sick pay are those to which an employee is entitled on the basis that the employee has satisfied so far as is possible:
 - 8.1 The conditions for the reporting of sickness as required by the authority;
 - 8.2 The claiming of benefits;
 - 8.3 The obligation to declare any entitlement to benefits and any subsequent changes in circumstances affecting such entitlement.
9. An employee who is prevented from attending work because of contact with an infectious disease shall be entitled to receive normal pay. The period of absence on this account shall not be reckoned against the employee's entitlement under this scheme.
10. If an employee abuses the sickness scheme or is absent on account of sickness due or attributable to deliberate conduct prejudicial to recovery or the employee's own misconduct or

neglect or active participation in professional sport or injury while working in the employee's own time or on their own account for private gain or for another employer sick pay may be suspended. The authority shall advise the employee of the grounds for suspension and the employee shall have the right of appeal to the appropriate committee of the authority. If the authority decide that the grounds were justified then the employee shall forfeit the right to any further payment in respect of that period of absence. Repeated abuse of the sickness scheme should be dealt with under the disciplinary procedure.

11. An employee shall not be entitled to claim sick pay under the scheme unless:
 - 11.1 Notification is made immediately to the person identified for this purpose by the authority;
 - 11.2 Further notification is made as required by the authority;
 - 11.3 A doctor's statement is submitted to the authority not later than the 8th calendar day of absence;
 - 11.4 Subsequent doctor's statements are submitted as necessary;
 - 11.5 In cases where the doctor's statement covers a period exceeding 14 days or where more than one statement is necessary, the employee must, before returning to work submit to the authority a final statement as to fitness to resume duties;
 - 11.6 On returning to work the employee signs a statement detailing the reasons for all absences up to and including 7 days.
12. An employee shall, if required by the authority at any time, submit to a medical examination by a medical practitioner nominated by the authority, subject to the provisions of the access to Medical Reports Act 1988 where applicable. Any costs associated with the examination should be met by the employing authority. Where it is necessary to obtain a second medical opinion, it should be provided by an independent medical referee.
13. Where, for the purpose of qualifying for sick pay under the scheme, an authority requires a doctor's statement from an employee, the authority will reimburse the employee the cost of such a statement on the provision of a receipt.
14. An employee who falls sick during the course of annual leave shall be regarded as being on sick leave from the date of a doctor's statement.
15. Where an employee is receiving sick pay under the scheme, sick pay should continue if a public or extra statutory holiday falls during such sickness absence. No substitute public or extra statutory holiday should be given.
16. Widows and married women exercising their right to be excepted from the payment of full rate national and contributions shall be deemed to be insured in their own right for all national insurance benefits.

Annex C

Dear

Reference: Maximising Attendance and Managing Sickness Absence Policy – First Absence Meeting – Standard Letter

In line with the college's Maximising Attendance and Managing Sickness Absence Policy which has been adopted by the Governing Body and made known to all staff in the college, I am writing to ask you to attend a First Absence Meeting, as you have met one of the trigger points and I am concerned for your welfare.

The meeting will be on at in the Principal's Office. I enclose a copy of the Maximising Attendance and Managing Sickness Absence Policy for your information.

According to the college's records you have been absent through sickness on the following dates:

This means you have met the following trigger points from the Policy:

- 3 or more instances of sickness absences in any 3 month period
- 6 or more instances of sickness absences in any 12 month period
- 8 or more day's sickness absence within any 12 month period

The agenda for the meeting will be as follows:

1.	To confirm your absence record is accurate	
2.	To discuss the circumstances surrounding the absence	
3.	To identify and discuss the effect your absence is having on the education being provided and/or the College's ability to provide for the education and welfare of the students and to inform you of the arrangements in place.	

4.	To raise any health, work and / or domestic issues which you feel have contributed to your absence	
5.	To enable us to discuss the possibility of referring you to Wellbeing@Work.	
6.	To discuss any particular issue you wish to raise in connection with your sickness absence levels or the welfare concerns raised or any concerns you have which would require specialist support and that assistance is available through Wellbeing@Work, the County's Disability Awareness Advisor and the Devon County Council Counselling Service.	
7.	To confirm date of Second Absence meeting (if required).	
<p>This is to confirm that the above is an accurate record of the notes taken at the meeting held on</p> <p>Signed : Interviewer Date: Print:</p> <p>Signed Member of staff Date: Print:</p>		

At the meeting I will make a decision on what action, if any, I need to take with regard to your ongoing absence from work and/or any support required to facilitate and support your return to work.

You may be accompanied by either a Trade Union representative or work colleague if you wish and I have attached an additional copy of this letter to give to the person that may accompany you. Notes will be taken at the meeting and you will be sent a copy.

Please confirm that you are able to attend the meeting. If you or your companion are not able to attend on this date, please advise me immediately so we can arrange an alternative date. If you are not well enough to attend a meeting, you can send a written statement or be represented by your trade union representative or work colleague.

The meeting may go ahead in your absence if you fail to attend without giving a satisfactory explanation in which case a decision on what action if any; I need to take with regard to your ongoing absence from work. I would of course prefer it if you were present at the meeting to discuss the issues.

If you require any adjustments or special arrangements to enable you or your representative to attend the meeting please inform me at least four days prior to the meeting.

If you do not feel able to meet at the college, please let me know and I will try to arrange an alternative venue.

I would like to remind you that you can contact the Wellbeing@Work Counselling Service on 01392 384800 if you feel it would be beneficial for you.

If you need any further information, please do not hesitate to contact me.

Yours sincerely,

Glenn Smith
Principal