

# Sickness and absence policy

Westbrook Primary School



<b>Approved by:</b>	Governors	<b>Date:</b> 25.11.2024
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<b>Last reviewed on:</b>	25.11.2024
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<b>Next review due by:</b>	November 2027
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## 1. Aims

This policy aims to:

- Set out our school's approach to staff sickness, including the procedures for reporting sickness and how we manage sickness absence fairly
- Support all parties in managing staff sickness and absence effectively and consistently, to ensure a fair and transparent approach across the school that complies with our duties under the Equality Act 2010
- Set out our approach to requests for time off outside of annual leave or leave covered by other policies
- Help create and maintain a happy and healthy working culture in which staff are encouraged to look after their physical and mental wellbeing

This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time following consultation with unions.

## 2. Legislation and guidance

This policy meets the requirements of:

- [Data Protection Act 2018](#)
- [Employment Rights Act 1996](#)
- [Employment: Statutory Code of Practice](#)
- [Equality Act 2010](#)
- [Induction for Early Career Teachers \(England\)](#)
- [The Statutory Sick Pay \(General\) Regulations 1982](#)

It also reflects best-practice guidance set out in:

- [The Advice, Conciliation and Arbitration Service \(Acas\)'s guidance on holiday, sickness and leave](#)
- The Health and Safety Executive (HSE) [incident reporting in schools](#)

All of our staff have a contract that specifically incorporates conditions from:

- [School Teachers' Pay and Conditions Document \(STPCD\)](#)
- [Conditions of Service for School Teachers in England and Wales](#) (the Burgundy Book)
- [The National Agreement on Pay and Conditions for Support Staff](#) (the Green Book)

These will continue to apply due to the [Transfer of Undertakings \(Protection of Employment\) \(TUPE\) Regulations 2006](#), which protect employees' terms and conditions when a maintained school becomes an academy.

As such, this policy complies with the STPCD, the Burgundy Book and the Green Book.

This policy complies with our funding agreement and articles of association.

## 3. Scope

### 3.1 Eligibility

This policy applies to all staff who are employed directly by the school.

Self-employed workers, volunteers and agency workers are not covered by this policy.

### 3.2 Exceptions

This policy does not apply to staff who are:

- Taking maternity, paternity, shared parental and/or adoption leave – please see our family leave policy.
- Taking leave for dependents – please see our family leave policy.

## 4. Data protection

All discussions and sensitive medical and personal information about staff members' sickness and other absence will be treated confidentially by all parties concerned. This data will be collected, used and stored in line with the Data Protection Act 2018. Please refer to our privacy notice for staff members for more detail on how data will be processed.

## 5. Roles and responsibilities

### 5.1 Headteacher

The headteacher is responsible for making sure that:

- This sickness and absence policy is applied consistently across our school and that it is in line with equality legislation
- All staff are aware of this policy and their responsibilities:
- Considering all valid requests for time off equally, fairly, and according to the needs of the school and pupils
- Supporting staff and managing ill-health matters confidentially and sensitively, and in line with the Data Protection Act 2018
- Promoting positive working arrangements, including monitoring workload and maintaining effective communication with staff
- Monitoring staff absence and following the procedures on managing staff absence if 'trigger points' are surpassed (see sections 17 and 18 for more)
- Liaising with payroll promptly if a staff member's pay needs to be adjusted as a result of their absence
- Giving due regard to equality legislation and taking any disability requirements into consideration

### 5.3 Governing board

The governing board will hold the headteacher to account for the implementation of this policy. The governing board has delegated the approval of this policy to the headteacher.

## 5.4 Other staff

Staff are expected to:

- Follow the procedures set out in this policy
- Adhere to the stated timescales when responding to or appealing the school's requests or decisions

## 6. Procedure for reporting sickness absence

We encourage staff to keep an open dialogue with the Headteacher regarding their health to help us:

- Identify absence problems early on
- Support staff wherever possible, including with rehabilitation and return to work

If a staff member is taken ill or injured while at work, they should report or be taken to the Headteacher/Deputy Headteacher to be given permission to leave work, if appropriate. Arrangements should be made for anyone who is unwell to be accompanied home or to receive medical treatment where necessary.

If a staff member is unable to attend work because of illness or injury, they should:

- Phone the school no later than 7am before the start of their working day and leave a message on the staff absence line.
- Explain the nature of their illness or injury and provide an estimate of when they are able to return to work
- Agree how and when to keep in touch (see more in section 6.2 below) and confirm contact details
- Advise on any urgent or outstanding work-related matters that need attention

If the staff member is too unwell or otherwise unable to contact the school, they should:

- Explain what they should do in this case, e.g. whether somebody can make contact on their behalf

If the headteacher is unable to attend work because of illness or injury, they should:

- Inform the chair of governors and the senior leadership team

For absences of more than 7 calendar days, staff members must obtain a "statement of fitness for work" stating that they are not fit for work and the reason(s) why. This should be forwarded to their Headteacher as soon as possible. If absence continues, the staff member must obtain further medical certificates to cover the whole period of their absence.

If the statement or medical certificate says that the staff member "may be fit for work", the individual should inform their Headteacher immediately. We will discuss any potential measures needed to facilitate the staff member's return to work, taking into account the healthcare professional's advice. If appropriate measures cannot be taken, the staff member will remain on sick leave and we will agree on a date to review the situation.

### 6.1 Unauthorised absence

If a staff member does not report for work and we receive no contact from them or someone on their behalf (in accordance with section 6), the school office will contact them as soon as possible to:

- Make sure they are safe
- Give them an opportunity to explain their absence

Staff should not treat this as a substitute for reporting sickness absence.

Where staff remain absent without leave and/or there are grounds to believe that they are acting dishonestly or failing to follow the procedures above, we may treat this as an unauthorised absence without pay.

We may deal with cases of unauthorised absence under our disciplinary procedures – see our staff disciplinary procedures for more detail.

## 6.2 Maintaining contact during sick leave

If staff are absent on sick leave, the Headteacher/Deputy Headteacher may contact them from time to time to discuss:

- Their wellbeing and expected length of continued absence from work
- Any of their work that requires attention

The purpose of such contact is to reassure the staff member, and the Headteacher will keep it to a reasonable minimum.

If staff have concerns while absent on sick leave, whether about the reason for their absence or their ability to return to work, they should feel free to contact their Headteacher at any time.

## 7. Sick leave and pay

For pay entitlements during phased return to work, see section 8.2 below.

### 7.1 Statutory sick pay

Staff are entitled to statutory sick pay (SSP) where eligible details of which are in the [Burgundy Book](#) (which outlines conditions of service for teachers) and the [Green Book](#) (for support staff), if you adhere to these.

SSP:

- Is calculated on a weekly rate and starts on the 4th day of absence, with the first 3 days being unpaid
- May be payable for up to 28 weeks

Qualifying days for SSP are Monday to Friday, or as set out in staff's employment contracts. Read more about eligibility and payment rates at <https://www.gov.uk/statutory-sick-pay>.

### 7.2 Pension contributions during sickness absence

Both the employer and the staff member will continue to contribute to the staff member's pension scheme during any SSP or occupational sick pay, if the scheme's rules allow this.

### 7.3 Sickness absence caused by a third party

If a staff member's absence is, or may be, caused by another party who is, or may be, legally liable to pay damages (for example, if the staff member is injured in an accident caused by another person or company), the staff member must immediately give the Headteacher details of this and of any legal claim they are pursuing.

If the school asks them to, the staff member must take part in any legal proceedings to recover damages. They must also, if asked, give the school part of any damages or compensation payment that relates to lost earnings. The amount will be all of the following:

- Reasonably determined by the school
- Minus any costs the staff member has incurred to get the damages or compensation payment
- Capped at the amount the school paid the staff member over the period of absence

## 8. Returning to work

### 8.1 Return-to-work meeting

When a staff member returns to work after sickness absence, the Headteacher will arrange a return-to-work meeting to:

- Discuss the staff member's absence, making sure they've recovered and establishing whether there are any continuing underlying issues
- Talk about any support the staff member needs
- Allow the staff member to raise concerns
- Update the staff member on any work matters
- Complete a return-to-work form (see appendix A)
- If relevant, review their sickness absence record for the past year and make them aware if they are approaching a trigger point

## 8.2 Phased return to work

Medical professionals or the occupational health service may recommend that a staff member returning to work from sickness absence should:

- Work reduced hours
- Have lighter duties or different duties

This will be followed by a gradual increase of working hours and/or duties over a period of 4 weeks, depending on individual circumstances, and may be additionally extended by 2 weeks.

We will consider recommendations by a Occupational Health on:

- Further extending the phased return to work
- The need to permanently change the staff member's duties

Staff will continue to be paid their normal salary during the period of phased return to work.

This arrangement will be reviewed after a period of 4 weeks after which the school, guided by our HR provider, may pay the staff member for the actual hours worked, in addition to their entitlement to statutory sick pay.

## 9. Disability-related absence

We have an obligation under the Equality Act 2010 to make reasonable adjustments for staff with a protected characteristic (such as disability, pregnancy and gender reassignment) where the reasonable adjustment would remove or reduce a disadvantage the member of staff faces. In discussion with the staff member, our school will consider all reasonable adjustments and provide these where possible.

Staff who believe they have a disability or medical condition that affects their ability to do their work should inform their Headteacher, so that the school is able to consider appropriate reasonable adjustments and support.

Where staff need time off work to attend medical appointments related to their disability or medical condition that affects their work (e.g. treatment, rehabilitation and/or check-ups), the school will normally allow paid time off for 10 appointments a year (pro rata for part-time staff) as a reasonable adjustment. This is not guaranteed and, as such, staff should speak to their Headteacher about their needs.

## 10. Pregnancy-related absence

Pregnant staff members may need to take time off to attend medical appointments and/or due to pregnancy-related illness, and our school will support this. We will not count pregnancy-related sickness absence when reviewing staff's attendance record.

However, if the school has concerns about the reasons or lengths of absence, it reserves the right to formally investigate the nature and cause of the absence.

For information on parental leave entitlements, please see our family policy.

## 11. Absence related to gender reassignment

Staff members who are due to undergo, or are in the process of undergoing, gender reassignment should discuss with their Headteacher their needs for time off. Our school may accommodate those needs as far as these are possible.

## 12. Medical and dental appointments

Where possible, staff should book routine medical and dental appointments outside of working hours. If this is not possible (e.g. for hospital or specialist appointments) staff should:

- Where possible, book appointments for early in the morning, lunch time or end of the day so it causes minimal disruption to the working day
- Speak to their Headteacher, who may agree to time off. Staff may need to provide proof of the appointment. These appointments will be unpaid.
- Staff will be granted paid time off for cancer screening.

## 13. Elective surgery

If a staff member is undergoing elective surgery, they should discuss their need for time off and recovery with the headteacher, who may:

Adapt the below bullet points in line with your school or trust's practice:

- Authorise it as sickness absence if the surgery is medically necessary. The staff member is expected to provide evidence to support this. In this case, the staff member may be entitled to occupational sick pay and/or SSP
- Grant or refuse the absence as special leave. If the absence is granted, it is normally unpaid unless:
  - o Staff arrange the surgery and recovery time to occur outside term time
  - o It is possible for staff to use annual leave for the period of absence
- View the time off as sickness absence where not doing so may be in breach of the Equality Act 2010, such as gender reassignment (see section 11 above). The Headteacher may seek further HR advice on how to proceed

## 14. Fertility treatment and IVF

Staff are encouraged to reach out to their Headteacher to enable our school to support the staff member where possible. These conversations will be strictly confidential.

Appointments for fertility treatment and IVF will be treated as any other medical appointment (see section 12). However, where possible, our school will endeavour to make reasonable time-off arrangements.

If a staff member becomes unfit for work because of fertility treatment, they should follow the normal procedures for reporting sickness in section 6.

## 15. Stress-related absence

The school will support and discuss options with any staff who need time off because they are experiencing significant stress at work or in their personal lives.

Staff should speak to the headteacher who may:

- Authorise the staff time off
- Arrange external support, such as counselling or occupational health services
- Suggest completing a risk assessment and following through with any actions identified

- Reassess the staff member's workload and decide what tasks to prioritise

At all times, the confidentiality and dignity of staff will be maintained.

## 16. Work-related injuries or illness

Staff should report work-related injuries or illnesses to the Headteacher as soon as possible. The Headteacher will report all relevant injuries and illnesses (as defined in the RIDDOR 2013 legislation) to the Health and Safety Executive (HSE). Read more about this reporting duty in our first aid policy.

## 17. Procedure for managing short-term sickness absence .

The informal review process is triggered if, during a 12-month rolling period, a staff member is absent on 4 or more occasions or a total of 12 or more days.

Before triggering the process, the Headteacher should be satisfied that they have explored any reasonable adjustments to help the staff member improve attendance.

### 17.1 Informal review

We will aim to give the staff member 5 days' written notice of the date, time and place of an informal review meeting.

At the meeting, the Headteacher and staff member will discuss:

- The staff member's pattern of absence to understand the reasons for it
- Any medical treatment, and whether medical advice is needed from the occupational health service
- Whether the illness is work-related and if any temporary changes to the staff member's work could help them improve attendance
- Whether the staff member has any underlying health problems (including a disability), how this will likely affect their attendance in the future, and whether any reasonable adjustments can be made
- How the staff member's absence is affecting pupils, colleagues and the school
- Any other ways the school can support the staff member

After the meeting, the Headteacher will summarise the main points in writing, which will be shared with the staff member.

If a staff member's absence levels continue to be of concern after the informal review meeting, their Headteacher will invite them to the first formal review meeting (see section 17.2). This will usually take place 4 working weeks after the informal review meeting, depending on circumstances.

### 17.2 Formal review

There are 3 formal review meetings: the first formal review meeting, the second formal review meeting, and the final attendance review meeting. If the staff member's absence levels do not improve to an acceptable level after the final attendance review meeting, the headteacher will convene an ill-health capability hearing, with a panel, to fully review the case (see section 19).

Each formal review meeting will usually take place 8 working weeks after the previous one, depending on circumstances. The Headteacher will inform the staff member of each meeting, in writing, 5 working days in advance. The staff member has a right to be accompanied to any formal meeting under this procedure by a trade union representative or colleague (see more in section 20).

Where the staff member's attendance improves to an acceptable level during the formal reviews process, the Headteacher will hold a review meeting to confirm this. They will also agree on any further monitoring meetings, which the Headteacher will confirm to the staff member in writing.

Where the staff member's attendance improves to an acceptable level and for a sustained period of time e.g. 2 months, formal monitoring will cease. However, if the staff member's absence levels increase again within a

year, the formal review procedure will be triggered again and will continue from the point at which the last formal review stage was held.

### 17.2.1 During formal review meeting(s)

At the meeting, the staff member and Headteacher (or the headteacher or other senior staff, if this is a final attendance review meeting) will discuss:

- The staff member's absence levels, the reasons for it, and whether further absences are likely going forward
- Any medical advice received
- Any work-related issues that may be affecting the staff member's attendance and whether any temporary changes to the job could help improve their attendance
- If the staff member has underlying health problems, any reasonable adjustments that could be made
- How the staff member's absence is affecting pupils, colleagues and the school
- Any other ways our school can support the staff member. This may involve an action plan that includes obtaining further medical advice, or outlining what adjustments or adaptations will be made for the staff member

### 17.2.2 Possible outcomes

At the end of each formal review meeting, the Headteacher (or headteacher or another senior member of staff if this is a final attendance review meeting) may decide to:

- Agree the issue has been resolved and take no further action
- Continue to monitor and review the staff member's attendance
- **For the first formal review meeting only:** issue a formal attendance notification, which will normally remain on record for 6 to 12 months depending on the circumstances (such as the nature and prognosis of the illness and impact of the treatment). The notification will:
  - o Explain the school's expectations on attendance going forward and what the review period for this will be
  - o Warn the staff member of the potential consequences of not meeting the required standards, including another formal attendance notification and the risk of dismissal
- **For the second formal review meeting only:** issue a final attendance notification, which will reiterate the school's expectations on attendance going forward, the review period for this, and warn the staff member of the potential consequences of not meeting the required standards, including the risk of dismissal
- **For the third, final attendance review meeting only:** recommend dismissal and arrange a formal hearing for a panel to examine the case. See section 19 below

After each review meeting, the Headteacher will summarise the outcome in writing, including the staff member's right to appeal within 10 working days if the Headteacher has issued a formal attendance notification or final attendance notification.

## 18. Procedure for managing long-term sickness absence

Our school is committed to dealing fairly and sympathetically with staff members who are absent from work for long periods because of ill health.

We define long-term sickness absence as absence lasting for 4 weeks or more. At this point, we will refer the staff member to the occupational health service so that we can obtain medical advice.

Before triggering the process, the headteacher should be satisfied that they have explored any reasonable adjustments to help the staff member improve attendance.

## 18.1 Informal review

We will aim to give the staff member 5 days' written notice of the date, time and place of an informal review meeting.

At the meeting, the Headteacher and staff member will discuss:

- The medical opinion, prognosis and expected timescale for the staff member to return to work
- What support the staff member needs to enable them to successfully return to work
- Whether the staff member has a disability under the Equality Act 2010 and whether any reasonable adjustments can be made
- What impact the staff member's absence has on the school's operations

### 18.1.1 Possible outcomes of informal review

The Headteacher will summarise the main points of the meeting in writing, including agreed actions (if any) such as:

- A return-to-work plan
- Whether to seek further medical advice

Where the staff member recovers and returns to work, the Headteacher will decide, in consultation with the staff member, whether to hold further review meetings.

If a staff member's absence continues, the Headteacher will invite the staff member to the first formal review meeting 2 months after the informal review meeting. See section 18.2.

## 18.2 Formal review

There are 3 formal review meetings: the first formal review meeting, the second formal review meeting, and the final formal review meeting. If the staff member's absence levels do not improve to an acceptable level after the final formal review meeting, the headteacher or another senior staff member will convene an ill-health capability hearing, with a panel, to fully review the case (see section 19).

Each formal review meeting will usually take place 8 working weeks after the previous one, depending on circumstances. The Headteacher will inform the staff member of each meeting, in writing, 10 working days in advance. The staff member has a right to be accompanied to any formal meeting under this procedure by a trade union representative or colleague (see more in section 20).

Where the staff member recovers and returns to work during the formal reviews process, the Headteacher/headteacher will decide, in consultation with the staff member, whether to hold further review meetings.

### 18.2.1 During formal review meeting(s)

We will follow the same process for formal review meetings as for the informal review meeting in section 18.1.

### 18.2.2 Possible outcomes of formal review

At the end of each formal review meeting, the Headteacher, in consultation with the occupational health service (if relevant) may decide to:

- Agree the issue has been resolved and take no further action
- Agree a return-to-work plan with the staff member
- Extend the period of monitoring and review
- Begin a phased return to work
- Seek further medical advice
- **For the first and/or second formal review meetings only:** issue a formal attendance notification. This will warn the staff member that they may be dismissed on the grounds of ill health if it's unlikely they can

return to work over a reasonable timescale e.g. within 6 months of the previous informal or formal review meeting.

● **For the final formal review meeting only:**

- Explore if the staff member is eligible for ill-health retirement
- Consider whether the staff member can do other suitable work in school
- Issue a final attendance notification on the grounds of ill health if the staff member cannot return to work at this point or within a reasonable timescale
- If medical professionals advise that the staff member is unlikely to return to work in a reasonable timeframe, usually 3 months, the Headteacher or headteacher will convene a formal review hearing, where the facts of the case will be examined (see section 19).

After each formal review meeting, the Headteacher will summarise the outcome in writing, including the staff member's right to appeal, within 10 working days if the Headteacher has issued a formal attendance notification or final attendance notification.

## **19. Ill-health capability review hearing (for short and long-term absences)**

The headteacher or another senior member of staff will convene a panel to fully review the case if all other options have been explored and:

- A staff member's short-term absences have not improved sufficiently
- The long-term absence of a staff member continues due to the nature of the illness

The headteacher will inform the staff member of the meeting, in writing, 10 working days in advance, including that:

- The staff member has the right to be accompanied by a colleague or trade union representative
- If the staff member is not well enough to attend, they can send a representative instead and/or submit a written statement
- The headteacher or Headteacher will present a recommendation to the panel
- A possible outcome of the meeting could be dismissal

### **19.1 Convening the panel**

The panel will usually consist of:

- Headteacher plus 2 or 3 trustees of the governing board
- The headteacher May also invite the following people to the meeting – An HR adviser

During the meeting, the headteacher and panel will review:

- The record and pattern of absence, and how likely it is to improve
- What support the staff member has received and whether all appropriate options have been properly explored
- Whether the staff member has an underlying illness, disability, or any other issues raised by the occupational health service
- The impact of the absence on colleagues, pupils and the school
- The staff member's attitude towards recognising and addressing the impact of their absence
- The needs of the school and best interests of the staff member

The staff member will also have the opportunity to present evidence and explain their level of absence and what actions they are taking to reduce it to an acceptable level.

## 19.2 Deciding on appropriate action

The meeting will be adjourned and the panel will reflect on it before coming to a decision.

The panel may decide to:

- Keep the staff member's absence under review for a defined period of time
- Agree a return-to-work plan
- Dismiss the staff member
  - The governing board will dismiss the staff member with notice
- Decide whether the employee can retire on the grounds of ill health (where appropriate)

The chair of the panel will communicate the decision to the staff member in writing within 10 working days. The decision will also inform the staff member that they can appeal if they are not satisfied with the outcome and explain how to do this.

## 20. Right to be accompanied to formal meetings

The staff member has a right to be accompanied to any formal meeting under this procedure by a trade union representative or colleague. Their details must be provided to the Headteacher conducting the meeting in good time before any meeting.

We may at our discretion permit other companions (for example, a family member) where this will help overcome particular difficulties caused by a disability, or difficulty understanding English.

A companion may make representations, ask questions, and sum up the member of staff's position, but will not be allowed to answer questions on their behalf. The member of staff may confer privately with their companion at any time during a meeting.

## 21. Appeals

If the staff member is not satisfied with the outcome of a review, they have the right to appeal the decision of the Headteacher, headteacher or panel.

The staff member should set out their grounds of appeal in writing within 5 working days and submit this to the headteacher.

An appeal is not designed to re-hear the matter but to examine the grounds of appeal. The staff member should therefore be specific about the grounds of the appeal.

However, a full re-hearing may be appropriate in exceptional circumstances.

The headteacher will appoint an appeal panel consisting of 2 or 3 people. This will be a group of people independent from any previous stage of the procedure, and the panel will be chaired by an independent individual.

Appeals will be heard without unreasonable delay and in any event within 10 working days of the date of the appeal notice. The headteacher will tell the staff member the time and place of the appeal meeting in advance.

Staff have the same statutory right to be accompanied to the appeal meeting by a colleague or trade union representative.

The outcome of the appeal will be confirmed in writing by the chair of the appeal panel to the staff member within 10 working days of the appeal. The decision of the appeal panel is final.

## 22. Other instances of absence (bereavement and compassionate leave, ECT induction, jury service and trade union duties)

Our school recognises that it is not possible to cover all circumstances where it is reasonable to grant leave. If there is a specific or exceptional situation not covered by this policy, staff should discuss their need for time off with their Headteacher.

### 22.1 Bereavement

We encourage staff experiencing bereavement to reach out to the Headteacher so they can discuss:

- Whether and when the staff member will take compassionate leave. We will be guided by the wishes of the staff member on this
- How the school can support the staff member during this difficult time

#### 22.1.1 Compassionate leave with pay

Staff can take up to:

- 2 days of compassionate leave for immediate family (parent, guardian, child, unborn child, sibling, partner), plus
- 1 day for attending a funeral

Depending on circumstances, staff may be able to extend this period of leave or take compassionate leave for situations outside of their immediate family.

#### 22.1.2 Statutory parental bereavement leave and pay

Beyond compassionate leave, staff may be eligible for statutory parental bereavement leave and pay in cases where:

- A child (under the age of 18) dies
- A child is stillborn after 24 weeks of pregnancy
- There's an abortion after 24 weeks of pregnancy

Read the government's [guidance on statutory parental bereavement and pay](#) to find out more.

### 22.2 Early career teachers (ECTs) serving induction

Where an ECT has been absent for 30 days or more (or equivalent for part-time ECTs), per year of their induction, their induction period will be extended by the aggregate total number of days absent. If the ECT is unable to serve the extension in our school, they will need to complete 1 or more terms in a new school or institution.

This does not apply to ECTs taking statutory maternity, paternity, shared parental, adoption or parental bereavement leave.

### 22.3 Jury service and magistrate duty

If a staff member is summoned for jury service, they should speak to their Headteacher as soon as possible to allow time to arrange cover.

If a staff member is a magistrate, the school will grant the employee reasonable time off for their duties.

## **22.4 Trade union duties**

Staff who represent a trade union that is recognised by our school are entitled to paid time off to complete training and union duties, such as:

- Negotiating pay, terms and conditions
- Helping union members with disciplinary or grievance procedures, including meetings to hear their cases

## **23. Monitoring arrangements**

This policy will be reviewed every 3 years or sooner if necessary.

## **24. Links to other policies**

This policy links to the following policies:

- Appraisal policy
- Capability procedure
- Data protection policy
- Family leave policy
- First aid policy
- Flexible working policy
- Privacy notice for staff members
- Staff code of conduct
- Staff disciplinary procedures
- Staff wellbeing policy



**Appendix B: return-to-work action plan**

RETURN-TO-WORK ACTION PLAN		
Agreed action(s) from interview form:	Date of checkpoints:	Name of person who will check in on staff member:

**Appendix C: timetable for phased return to work**

PHASED RETURN TO WORK TIMETABLE							
Date week commencing (w/c):	Total days worked in a week:	Number of hours worked in a week:	Monday	Tuesday	Wednesday	Thursday	Friday
e.g. 22/3	1	3 to 5	1 to 3		10 to 12		
e.g. 29/3	2	5 to 8	12 to 3	9 to 12			12 to 2

**Appendix: D Notification of sickness absence**

Name	
Job Title	
Absence dates	
Return to work date	

**Reason for absence:**

Highlight

Self Certified	Yes	No	Part
Medically Certified	Yes	No	Part
Is absence due to Injury	Yes	No	

**Contact during absence**

	Date	Time	Received by	Message?
Initial notification (First day)				

**Notes from contact/visits during absence**

**Recorded on Arbor by:**