

Kingsbrook School

'A unique service for unique young people'

Staff Sickness and Absence Procedure

Kingsbrook School
Southburgh,
Thetford,
IP25 7TJ

3rd January 2025
Review: 30th August 2025

Reporting Absence

This procedure is to be used in conjunction with the Aspris policy upon Absence and Sickness Management. If a colleague must stay away from work for any reason, then at the first opportunity they become aware they will be unable to attend work the colleague should personally contact a member of the senior leadership team by phone no later than two hours before the start of the first day for all staff this means by 6.30am.

The colleague will be asked to give an indication of how long they expect to be away from work and in the case of sickness absence whether they will be contacting their GP.

The colleague should speak to their line manager; however, if they are unavailable, the colleague must speak to the next most senior member of staff in their work area.

The colleague should expect a phone call from their line manager to enquire further about their period of absence if they have not already spoken to them directly.

Only in exceptional circumstances should someone other than the colleague make contact.

Text messages and emails are not acceptable, and it is the colleague's responsibility to ensure they speak to their line manager or another appropriate person as above.

Colleagues are required to follow the above procedure for every day of absence.

If the absence is for a lengthy period, the colleague should keep in regular contact with their line manager (the frequency to be determined with the line manager).

Failure to follow the correct procedure may result in the non-payment of company sick pay for the absence and possible future disciplinary action.

The colleague must inform their line manager as soon as they know the date of their return to work. This will enable the line manager to cancel any temporary cover arrangements and plan for the colleague's return to work.

Sickness certification – Sickness absence must be certified either by a self-certification for absences up to and including seven consecutive calendar days (including weekends and/or bank holidays) or by a medical certificate/GP Fit Note for absences of over seven consecutive calendar days.

Self-certification – Immediately on return to work, the colleague is responsible for obtaining and completing AHR Form: 18 Self Certificate of Absence. This should be given to the line manager or any member of the senior leadership team. This will form part of the return-to-work interview.

Medical certification – Where a medical certificate is obtained and where absence is set to continue, the colleague should contact their line manager to provide up to date information on their absence. Where the colleague obtains the certificate just before their return to work it may be brought in to their manager on their first day back at work. Where the absence is of longer duration, the colleague must forward continuous and up to date medical certificates to their manager in a prompt and timely manner via email.

Should a colleague wish to return to work before the expiry of a valid fit note, they will need to discuss this with their line manager. If adjustments are required and these can be accommodated then an early return to work can be agreed, if not then the colleague will remain unfit for their substantive duties.

Aspris applies the rule that the first three days of sickness absence are unpaid, these are known as waiting days. Under certain circumstances the relevant Senior Management Team or Directors with budget authority may, at their discretion, agree to pay the first three days. This is by no means a guarantee and as such it remains the colleague's responsibility NOT to attend work if they are too unwell to do so. Should a colleague attend work and subsequently leave due to being unwell or unfit to work, then the first three days of sickness absence are unpaid.

Dependent upon entitlement, CSP (Company Sick Pay) and/or SSP (Statutory Sick Pay) will be paid to colleagues if they are unable to work because of illness or injury subject to the following conditions being met:

1. Compliance with the absence reporting procedures.
2. A self-certificate or doctor's certificate has been completed to cover the full period of sickness absence.
3. The colleague's sickness absence history is within Aspris' acceptable levels.
4. The colleague's current performance is meeting or exceeding expectations.
5. Should a colleague go off sick whilst being suspended or under investigation the individual will only be eligible to receive SSP in these circumstances. At the conclusion of any investigation, if a situation is deemed to be unfounded it will be at the discretion of the company as to whether any CSP will be backdated.

SICKNESS MONITORING

Return to work interviews – It is essential that all periods of unplanned absence are followed by a return-to-work interview. The effectiveness of the return-to-work interview is greatly enhanced by its immediacy to the absence. The return-to-work data will provide the basis of evidence for any absence management in the future.

ABSENCE REQUESTS

It is acknowledged that there may be occasions where staff require time off from work to attend appointments. It is requested that every effort is made by staff to make appointments outside of school hours and days. If this is not possible it is asked that appointments are made as close to the end or beginning of the school day as possible to avoid disruption to the school day and staffing difficulties.

If appointments have been made that impact upon your working day staff have to complete an absence form to formally request the time from school. It is important to note the rationale for the absence and that as a member of staff you have sought to cover your absence. The form is to be completed and returned to the Head of School where a decision will be made as to whether the absence will be paid.

TIME IN LIEU

Time in lieu is not a given and it is at the discretion of the Head of School. No member of staff is expected to undertake additional work over evenings, weekends and school holidays. However, there may be occasions where this is necessary for the good of the school and students.

Therefore, any additional work and therefore additional working hours may be returned as time in lieu. It is paramount that prior to the additional work and therefore additional hours undertaken it must be discussed with the Head of School where it will be agreed if the additional time can be returned as time in lieu. Staff are to complete a time in lieu form; to be signed by the Head of School and it is the staff member's responsibility to keep a record of their time in lieu. Time in lieu cannot be granted without the form.

Days in lieu must be agreed with the Head of School a minimum of one week prior to the requested leave. There may be occasions where the Head of School cannot grant a requested lieu day due to the impact the staff absence will have upon the functioning of the school day. Lieu days granted must follow the same procedure as absence requests where it is the responsibility of the staff member to ensure they have cover work set and staff to cover their absence.