

**RON DEARING UTC**



## **Sickness Absence Policy**

## **POLICY ON SICKNESS ABSENCE**

### **TEACHING AND SUPPORT STAFF IN ACADEMIES**

#### **INTRODUCTION**

1. Good attendance is vital if the Governing Board is to provide effective and efficient services. High levels of attendance will help academies to plan and provide quality services, to win contracts and will lead to high morale among employees. Low levels of attendance, on the other hand, will result in poor provision of services, increased costs, lost contracts and low morale.

#### **AIMS OF THE POLICY**

2. The main aim of this policy is therefore to achieve high levels of attendance from employees at all levels and to reduce sickness absence.
3. In reducing sickness absence the Governing Board recognises that employees are entitled to expect fair treatment. Principals are equally entitled and required to manage sickness absence properly, to be firm in dealing with abuse of the system and to take into account the operational realities of providing efficient, effective and competitive services.
4. The policy aims to ensure employees are:-
  - treated fairly, properly and consistently;
  - informed when their attendance record is causing concern;
  - given adequate opportunity and assistance to improve their attendance record with a view to ensuring their full return to normal working, modified working or their possible redeployment to alternative work;
  - fully informed of the services available from the Academy's Occupational Health and Safety Service, including counselling;
  - given the opportunity for a home visit to take place to discuss their general welfare and ease any anxiety about returning to work;
  - aware that a "return to work" interview will be carried out following each period of sickness absence; and
  - informed of when self certification and medical certificates are appropriate in accordance with the procedure for reporting sickness.
5. The policy is separate from the Governing Board's policy on discipline. Action taken under the Sickness Absence Policy will not therefore be classed as disciplinary action under the Disciplinary Procedure.
6. If absences continue at an unacceptable level and dismissal is the next stage, the matter will be referred to the Staff Dismissal Committee of the Governing Board, or other appropriate body.

## **COMMITMENT**

7. The Governing Board and the recognised trade unions are fully committed to a healthy and safe environment that leads to the achievement and maintenance of high attendance levels.
8. They have therefore agreed to work together in a positive manner to achieve the conditions necessary for high attendance levels and ensuring procedures are effective and fair.

## **FURTHER INFORMATION**

9. Any disagreement over the interpretation of any part of this policy should be referred to the Head of Workforce Strategy in consultation with the chair of governors who will endeavour to resolve the issue in question.
10. Matters dealt with under the policy are excluded from the Grievance Procedure.
11. The Policy on Sickness Absence helps to ensure that all employees are treated fairly, properly and consistently with the ultimate aim of achieving high levels of attendance from employees at all levels to reduce sickness absence.

## **MONITORING AND REVIEW**

12. The Sickness Absence Policy and associated procedures will be regularly monitored and reviewed, following appropriate consultation, to ensure they are clear, objective and consistently applied.

## **POLICY AND PROCEDURES FOR MANAGING AND REPORTING SICKNESS ABSENCE**

13. This policy should be read in conjunction with the Procedure for Managing Sickness Absence, the Procedure for Reporting Sickness.