



OLD BUCKENHAM HALL

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# Sickness Absence Procedure

OCTOBER 2013



## OLD BUCKENHAM HALL

### **Sickness Absence Procedure**

Staff unable to attend work due to illness or injury are to comply with the following procedures:

#### **On the first morning of sickness absence**

Staff are to contact the School and speak to their line manager at the earliest possible opportunity and as close to your normal start time as possible. In any event, this must be no later than one hour before their normal start time. If unable to speak to your line manager personally, staff are to speak to the Business Manager. Staff are to explain the nature of any illness and, if the illness is of a minor nature, indicate when it is likely they will be fit to return to work. Staff are to inform their line manager as soon as possible of any change in the date of their anticipated return to work.

#### **For an absence of seven consecutive calendar days or less**

Staff are required to telephone their line manager on a daily basis in accordance with the reporting procedure set out above. Staff are also to complete a self-certification of sickness absence form immediately on return to work. Self-certification forms are available from (and should be returned once completed to) the Bursary. Sick pay will only be paid on receipt of the self certification form. It is a serious disciplinary offence to provide false information on a self-certification form.

#### **For an absence in excess of seven consecutive calendar days**

In the case of absence for a period in excess of seven calendar days, staff are required as an absolute minimum to contact their line manager on a weekly basis in order to provide an update on their illness or injury. A doctor's Fit to Work Note is also to be obtained. This is to be forwarded to the Business Manager as quickly as possible and in any event no later than the end of the calendar week in respect of which the Note applies.

Staff are required to produce certificates (either self-certification of sickness absence forms or Fit to Work Notes) to cover the entire period of any sickness absence.

For all periods of sickness absence of 7 days or longer, staff may be required to attend a "back to work" interview on return to work to discuss the reasons for absence and, in particular, whether it was work-related.

For long-term sickness absence, line managers may request to visit staff at home.

For long-term sickness absence or frequent periods of sickness absence, the School may request a medical report from a GP or consultant or alternatively request that a member of staff visit a doctor selected by the School to undergo a medical examination. The cost of any such report or examination will be met by the School and staff are required to co-operate in the obtaining and disclosure of all results and reports to the School. The School will only request a medical examination where reasonable to do so.

On being fit to return to work, staff are to contact their line manager and let them know as far in advance as possible of the proposed date of return.

## **Sick Pay**

Sick Pay will be subject to receipt of the correct documentation including, for absences of seven days or less, self certification forms. The School reserves the right to withhold sick pay in circumstances where the certification procedure described above has not been followed or where there is sufficient reason to doubt the validity of the sickness absence claim. In the latter circumstances, the School may request a medical examination by a doctor selected by it.

While receiving sick pay (including Statutory Sick Pay) staff are not allowed to undertake any other form of paid employment, self-employment or voluntary work. Any breach of this rule will be regarded as gross misconduct, which could result in dismissal.

Persistent short-term sickness absence is, in the absence of any underlying medical condition or other reasonable excuse, a disciplinary matter and will be dealt with in accordance with the School's disciplinary procedure detailed in the appropriate Staff Employment Handbook.

## **Monitoring and Review**

This policy will be monitored by the Business Manager. It will be reviewed annually by the Business Manager together with a designated Governor who has the delegated authority of the Governors, to update this policy with recent legislation if appropriate and for the Governor to ratify the policy.

Anne-marie Shropshire  
Business Manager

Reviewed ~~January 2011~~  
~~March 2012~~  
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