

# STAFF SICKNESS ABSENCE POLICY AND PROCEDURE

<b>Approving Body</b>	Trust
<b>Date of Last Review</b>	November 2022
<b>Statutory (Y/N)</b>	N
<b>Responsible Officer</b>	BMAT CEO for and on behalf of the Trust

## **I. INTRODUCTION – PURPOSE, SCOPE AND GUIDING PRINCIPLES**

### **1. The central aims of this policy are:**

- a. To ensure that sickness absence is managed in a supportive and effective way that strikes a fair balance between the interests or needs of staff when they are off sick, and the needs of BMAT as an organisation providing education;
- b. To communicate BMAT's policy and procedure on sickness absence with clarity; and
- c. To apply BMAT's policy and procedure on sickness absence consistently.

2. BMAT recognises the right of its employees to enjoy reasonable job security when absent due to sickness. Concurrently, BMAT expects employees to value the needs of the organisation and comply with their responsibility to ensure regular attendance at work.

3. Members of staff with responsibility for managing sickness absences are expected to do so in a clear and consistent manner, whilst also accepting that factors affecting sickness vary widely, and that cases need to be considered on their individual merits

4. Unplanned absence is costly and disruptive to the efficient running of the organisation. High levels of sickness and/or absence have a detrimental effect on the level and quality of education provision, place an additional burden on colleagues and result in increased costs.

5. Scope: This policy applies to the handling of paid and unpaid periods of sickness absence. Entitlement to paid sickness absence is determined by individual contracts of employment.

6. Should any conflict arise between a provision in this policy and the terms of an individual contract of employment, the latter will prevail.

### **7. Responsibilities:**

- a. All employees are responsible for maintaining regular attendance and ensuring that any periods of absence, however short, are communicated, recorded and managed in accordance with this policy.
- b. Line managers are responsible for monitoring absence levels within their team and communicating with the HR Team when required by this policy; and meeting with individual employees to ensure that they are supported if necessary, and that issues with absence are raised and dealt with as soon as they arise, ideally informally.
- c. The HR Team are responsible for maintaining accurate records of absence, supporting line managers in the fulfilment of their monitoring responsibilities and ensuring that the organisation acts in accordance with its obligations.

8. Equal opportunities statement: This policy must be applied fairly and consistently. Some sickness absence may relate to a disability, as defined under the Equality Act 2010. Where this is the case, line managers should consider seeking advice from HR and Occupational Health.

## **II. MEDICAL AND DENTAL APPOINTMENTS**

9. From time to time, BMAT appreciates that employees may need to attend medical, hospital, dental, optician and other similar appointments. Whenever it is possible to do so, employees should

endeavour to arrange such appointments in their own time or, if this is not possible, then at times that will cause the minimum amount of absence from work or inconvenience to the organisation, such as the beginning or end of the working day.

10. Employees are required to give reasonable notice of the date and time of an appointment and, by discretion of their line manager, may be asked to produce evidence of the appointment. Line managers may ask an employee to reschedule an appointment if its timing would cause unnecessary disruption to the organisation and/or if the nature of the appointment is not sufficient to cause disruption to the organisation. All appointments lasting half a day or more should be recorded via HR.
11. For infrequent or one off appointments, time off with pay will normally be granted (this is not a legal requirement).
12. Medical appointments are not recorded as sickness absences in terms of sickness absence 'triggers'.
13. Where time off for appointments becomes frequent or regular, or starts to cause difficulties for an employee's department or the organisation at large, their line manager has the discretion to require the employee to make up the time and/or work, where possible. With the approval of their manager, support staff may, if they prefer, opt to use another form of leave such as annual leave.

### **III. NOTIFYING SICKNESS**

14. It is a condition of employment for all BMAT staff that, if unable to attend work due to sickness, they notify BMAT as soon as possible on the first day of sickness:
  - a. Members of teaching staff must notify the cover co-ordinator no later than 7:15 (i.e. one hour prior to their start time) and send cover work, if they are able, to the cover co-ordinator and/or their line manager, so that it can be communicated to the assigned member of cover staff
  - b. Members of support staff must notify their line manager before their normal start time, who must report the absence to HR.
  - c. All members of staff must repeat the above for every day of sickness absence, unless a return to work date has been agreed or a fit note has been submitted covering the period of absence.
15. In notifying their absence, employees must state the reason for their absence, the likely duration of their absence and the date they expect to return to work.
16. Employees should agree the frequency of communication with their manager during any on-going sickness absence and state whether they will be able to perform limited tasks (e.g. respond to urgent emails) during their absence.
17. If their line manager is unavailable, then employees should notify their sickness to their manager's manager or, if they are also unavailable, to a member of HR.

### **IV. RECORDING SICKNESS ABSENCE**

18. Accurate records are mandatory for statutory sick pay and essential for monitoring sickness absence. Records are maintained for every BMAT employee, showing the dates of an employee's absence, the reason for the absence and/or the nature of the sickness/illness. The information recorded is confidential and will be treated as such.

19. When the cover co-ordinator or a line manager is informed by a member of their team that they are absent from work due to sickness, s/he must send an email to [hr@beaconacademytrust.co.uk](mailto:hr@beaconacademytrust.co.uk) as soon as possible on each day of the employee's sickness absence, briefly stating the reason for absence, whether limited tasks (e.g. emails) may be performed by the employee, and the expected return to work date if there is one.
20. Medical Certification
  - a. Absences of fewer than seven calendar days (i.e. five school/working days) are self-certifying. However, in cases of poor attendance due to multiple short-term absences, BMAT may request medical evidence.
  - b. Absences of more than seven calendar days (i.e. five school/working days) require a fit note signed by a registered medical practitioner. This must be supplied to the HR Team, which will attach a copy to the absence record. Failure to supply a fit note when required may result in the withholding of pay.

## **V. RETURNING TO WORK AFTER SICKNESS ABSENCE**

21. Except for members of SLT and the Trust Executive, when an employee returns to work after a period of sickness absence, the onus is on them to complete the Self-Certification & Return to Work Form (Appendix A), which they must have signed by their line manager and passed to HR.
22. Members of SLT and the Trust Executive should submit their self-certification forms directly to HR.
23. When an employee returns to work after a period of sickness absence, their manager must conduct an informal return to work discussion. During this discussion, the manager will discuss the reasons and causes of the employee's absence if not known, ensure that they are better, ascertain if there are any long-term or underlying health issues or implications and how we can support them
  - a. In the case of most short-term absences (e.g. up to three days'), this will be a brief and routine part of day-to-day management.
  - b. In the case of longer absences, line managers should arrange a short meeting with the employee to discuss missed work or deadlines, objectives and update them on their department/team.

## **VI. MANAGING ABSENCE**

24. Patterns of and reasons for poor attendance vary. Managers should discuss attendance informally with staff on their return after any period of absence at the back to work meeting. In most cases it is expected that an informal discussion at a return to work discussion will be sufficient. However in those cases where sickness absence does not improve to a satisfactory level further steps may be required
25. Triggers for exploratory interviews - the following levels are recommended, as illustrative examples, of the point at which an exploratory interview should take place (managers should use their discretion, where appropriate):
  - a. Three or more separate occasions of sickness absence within any six- month period;
  - b. Six or more days of sickness absence within any twelve month rolling period;
  - c. A noticeable trend in sickness absences (e.g. Mondays, Fridays or immediately prior to or before periods of annual leave); or

- d. Four or more weeks of continuous absence with no immediate or known prospects of return to work.

26. Conducting exploratory interviews:

- a. Line managers should arrange an exploratory interview with the employee in which the frequency, reasons and amount of the employee's absence will be discussed with them.
- b. The manager should complete Appendix B - Exploratory Interview Record, and advise the employee that their absence is causing concern, and ask questions to establish whether there are any mitigating circumstances such as personal or work-related problems, any underlying medical condition and what support, if any, might assist
- c. This meeting provides an opportunity for the manager to remind the employee of the expected standards of attendance.

27. Requesting a medical examination or report during/following an exploratory interview:

- a. During an exploratory interview, the need for a medical examination may arise because of health problems being experienced by an employee, which are seriously affecting their attendance. With the employee's consent, BMAT may refer the employee for an Occupational Health assessment or request a report from the employee's general practitioner.
- b. When a medical report is received, the line manager should arrange an advisory interview with the employee. The purpose of the meeting is to inform the employee of the content of the medical report and if appropriate to advise of the consequences of continued poor attendance. HR may be present at the meeting and the employee may choose to be accompanied by a colleague or trade union representative, following a reasonable request to that effect.
- c. A request for a further medical report may be appropriate if improvements have not occurred.
- d. Each case will be considered on its particular circumstances, especially if there are health problems of a serious or progressive nature. In addition, school Principals/Headteachers may, in appropriate circumstances, use their discretion to discount certain absences (e.g. on compassionate grounds) and/or suspend the sickness absence procedure in which case regular review meetings will be arranged

28. Phased return to work after long-term absence

- a. In cases of serious illness, BMAT will endeavour to assist staff to return to work, including the use of phased return and workplace assessments. In certain cases, BMAT will endeavour to find alternative work of a suitable nature, where the illness has significantly affected the employee's ability to perform their normal duties.
- b. An employee who has been off on 'long term' absence may require a phased return to work as part of a 'Fit Note' from their GP or an OH report, to ease them back in to work gradually, to avoid exacerbation of any identified symptoms, or to help them re-adjust to work duties and hours, depending on their condition or illness. Ultimate decisions regarding the length and pattern of any phased return will be determined by school Principals/Headteachers in consultation with the CEO.
- c. An employee may also require a phased return to work following an operation or injury for example, even if they have not been off sick 'long term'.

- d. A phased return may consist of shorter days; a shorter working week than their normal contracted hours, and decreased duties – all of which may start off minimally, increasing to more hours and days as the phased return period progresses. Whilst hours may be reduced, other adjustments may also need to be considered for the member of staff.
- e. Employees will be required to obtain a 'Fit Note' from their GP, to certify that they are well enough to return to work, which may be with or without restrictions.
- f. Once the 'Fit Note' is received by the employee's line manager, a meeting can be held to plan the phased return.
- g. Employees will receive full (normal) pay for the hours or days that they attend work, but will receive Occupational Sick Pay, Statutory Sick Pay or nil pay, whichever is applicable to the individual, for the time that they are not at work.
- h. Non-work days/hours must be recorded as sickness absence with the HR Team.
- i. On returning to work on the employee's contracted hours, pay will return to normal.

#### Formal stages of sickness absence procedures

29. Where a decision has been taken that formal sickness absence procedures need to be followed then a further meeting should be arranged in accordance with the procedures below. Alleged abuses of the Trust's absence and sick pay arrangements for staff will be dealt with under the BMAT Disciplinary Policy.

### **VII FORMAL SICKNESS ABSENCE PROCEDURE**

#### 30. Timescales:

- a. Every effort will be made to comply with the timescales contained within this Policy. Where the complexity and/or specific circumstances of a case require an extension, this will be communicated in writing to the employee(s) concerned and their agreement will be sought.
- b. For BMAT teaching staff, all timescales stated in this procedure will be school working days and weeks (meaning Monday to Friday during term time and excluding school holidays). For members of BMAT senior leadership teams, there may be exceptions in accordance with contractual terms and conditions.
- c. For non-teaching staff who work term-time only, all timescales stated in this procedure will be school working days and weeks (meaning Monday to Friday during term time and excluding school holidays).
- d. For non-teaching staff who work 52 weeks per year, all timescales stated in this procedure will be working days and weeks (meaning Monday to Friday including school holidays).

#### 31. Invoking the Formal Procedure:

The formal sickness absence procedure will usually be applied sequentially. However, in very serious cases it may be appropriate to move immediately to Stage Two or Stage Three, without having applied the earlier stages. This should occur only in exceptional circumstances and will be agreed by the CEO and Principal/Headteacher.

32. Right of Accompaniment:

- a. Employees may be accompanied at formal sickness absence hearings by a colleague, trade union representative or an official employed by a trade union ['companion']. They will be advised of this in writing.
- b. The right of accompaniment does not extend to the informal stage of this Policy. Employees may make a reasonable request to be accompanied during the informal stages of this Policy, but granting such requests is at BMAT's discretion.

33. Records:

- a. BMAT keeps a written record of all formal sickness absence cases.
- b. Copies of meeting records should be given to employees. BMAT may redact information to preserve confidentiality and/or protect witnesses.
- c. First warnings resulting from this Policy shall be spent and disregarded for sickness absence purposes after one year of satisfactory attendance.
- d. Final warnings resulting from this Policy shall be spent and disregarded for sickness absence purposes after one year of satisfactory attendance.

34. HR involvement:

HR should attend all formal sickness absence meetings to take notes and/or advise where appropriate.

35. Confidentiality:

Sickness absence matters are confidential and must not be disclosed unless permitted by law and/or this Policy.

**VIII FORMAL SICKNESS ABSENCE INTERVIEWS – GENERAL REQUIREMENTS**

36. If attendance does not meet acceptable standards and informal action is not considered appropriate or has not succeeded in addressing the issue(s), managers should consider whether there are grounds for undertaking formal action under this Policy.

37. In doing so, managers should seek the approval of a member of the Trust Executive (usually the relevant school principal). Unless the relevant member of the Trust Executive advises otherwise, a Stage One Sickness Absence Interview will be convened.

38. At least five working days' notice in writing will be given of the formal Sickness Absence Interview (see working day's guidance) and the employee will be informed of their right to be accompanied, as above.

39. Sickness absence interviews will be conducted by a member of the Trust Executive or a member of a Senior Leadership Team to whom responsibility has been delegated. HR should attend to take notes and, where appropriate, give advice.

40. Conducting sickness absence interviews with senior employees:

- a. If the subject of a sickness absence interview is a member of a BMAT senior leadership team, then the interview will be conducted by a member of the Trust Executive.

- b. If the subject of a sickness absence interview is a member of the Trust Executive, then the interview will be conducted by the BMAT CEO.
  - c. If the subject of a sickness absence interview is the BMAT CEO, then the interview will be conducted by the Chair of the Trust.
41. The aims of the formal sickness absence interviews include:
- a. Setting out the required standards of attendance that it is considered the employee has failed to meet and considering any relevant evidence;
  - b. Establishing the causes of sickness absence including any reasons why measures taken so far have not led to the required improvement;
  - c. Identifying whether there are any further measures, such as additional reasonable adjustments or other support, which may improve attendance;
  - d. Discussing and agreeing where possible targets for improvement and a timescale for review; and
  - e. Ensuring a reasonable period of time is provided for the employee to demonstrate improved attendance.
  - f. If termination of employment is a possibility (Stage 3 only), establishing whether there is any likelihood of a significant improvement being made within a reasonable timeframe and whether there is any practical alternative.
42. Regardless of the outcome, notes will be taken during a sickness absence interview and a copy will be sent to the employee. This should be by a member of HR.
43. Sickness absence interviews may be adjourned before the person conducting them reaches a decision, for example, if further investigation is needed, or that more time is needed to consider any additional relevant information. The reasons for and length of adjournment will be confirmed in writing.
44. Employees will be informed that they have the right to appeal against the issuing of formal warning or a decision to terminate employment, and of the process for doing so (Stage XII of this Policy). Ideally, they should be informed verbally in interviews and in writing after interviews.

#### **IX. FORMAL PROCEDURE – STAGE ONE SICKNESS ABSENCE INTERVIEW**

45. The employee will be invited to the interview in accordance with the above guidance in Section VIII
46. The person conducting the sickness absence interview may conclude that there are insufficient grounds for pursuing the attendance issue and that it would be more appropriate to continue to address the remaining concerns through the line management process or other informal means. In such cases, the sickness absence procedure will come to an end and this should be confirmed in writing.
47. Where the person conducting the Stage One Sickness Absence Interview concludes that formal action under this policy is appropriate, the Sickness Absence Interview will continue and the person conducting it will:
- a. Identify the shortcomings in the employee’s attendance and, where appropriate, refer to any relevant frameworks or documented expectations.
  - b. Give clear guidance on the improved standard of attendance required, to ensure that the employee can be removed from formal sickness absence procedures if s/he is able.



- c. Explain and discuss any support that will be available to help the employee to improve their attendance
- d. Set out the timetable for improvement and explain how attendance will be monitored and reviewed. The timetable will depend on the circumstances of the individual case. It is for BMAT to determine the length of the period set; it should be proportionate in the circumstances.
- e. Obtain the employee's agreement to the plan for support, monitoring and review. Where agreement is not possible, the school principal/senior manager will determine the plan to be implemented. Sufficient time should be allowed to enable the employee to improve attendance.
- f. Inform the employee that they are being issued with a formal written warning and that failure to improve attendance within the set period could lead to a final written warning or termination of employment
- g. Inform the employee that first warnings will remain on their personnel file for one year; and that final warnings will remain for one year (see above).

#### **X. FORMAL PROCEDURE - STAGE TWO SICKNESS ABSENCE INTERVIEW**

- 48. If the employee has failed to meet the attendance targets as set out in the Formal Monitoring and Review Plan, or there is further evidence of sickness absence while the monitoring and review period is still active, or the attendance issues are sufficiently serious, the employee may be required to attend a formal Stage Two interview.
- 49. Stage Two Sickness Absence Interviews will be conducted in accordance with the guidance set out above, in Section IX. They will be conducted by a member of the Trust Executive or a member of a Senior Leadership Team to whom responsibility has been delegated. Where possible, Stage Two Sickness Absence Interviews will be conducted by the same person that conducted the Stage One Sickness Absence Interview. HR should be present to advise and take notes.
- 50. The person conducting the Stage Two Sickness Absence Interview will review the action taken to date, the outcome of any support and monitoring period put in place and outline the continuing concerns about attendance. The employee will be able to respond to the concerns and make representations about them.
- 51. If the person conducting the Stage Two Sickness Absence Interview is satisfied with the explanation of the employee and/or that the employee has made sufficient improvement, then:
  - a. The sickness absence process will cease and normal management arrangements will recommence. This will be confirmed in writing, with details of the standards of attendance to be maintained and the implications if further concerns about attendance arise in the future;
  - b. The employee should be reminded when formal first warning will be spent and that, if their attendance lapses below the required standard before the end of this period, the sickness absence process may be re-entered at the stage previously applied or the stage above it if the circumstances so warrant.
- 52. If some progress has been made and there is confidence that more is likely, then:

- a. It may be appropriate to extend the monitoring and review period under Stage One without issuing a final written warning under Stage Two. The Formal Monitoring and Review Plan should be revised and co-signed by the employee.
  - b. A further Stage Two Sickness Absence Interview will be convened at the end of the extended period.
53. If no, or insufficient improvement has been made during the Stage One monitoring and review period, then:
- a. A final written warning will be issued;
  - b. The employee will be informed that the warning will remain on their file for one year, that they have the right to appeal against its issue (Section XII);
  - c. The employee will be informed in writing that failure to achieve an acceptable standard of attendance, within the set timescale, may result in termination of employment; and they should be given information about the handling of the further monitoring and review period.
  - d. A revised Formal Monitoring and Review Plan should be implemented in consultation with the employee.
54. During the formal monitoring and review period sickness absence will be monitored against sickness absence triggers. The employee should be reminded that their final warning will be spent after one year, unless their attendance lapses below the required standard before the end of this period. In these instances, the procedure may be re-entered at the stage previously applied or the stage above it if the circumstances so warrant.
55. If no, or insufficient improvement has been made during the monitoring and review period, the appropriate member of the Trust Executive or a senior leadership team will advise the employee in writing that a Stage Three Sickness Absence Hearing will be convened which may result in termination of employment; and that the right of accompaniment applies.

#### **XI. FORMAL PROCEDURE - STAGE THREE SICKNESS ABSENCE HEARING**

56. As with the formal Sickness Absence Interviews at Stages One and Two, employees will be invited to Stage Three Sickness Absence Hearings in accordance with the guidance in Section VIII (above).
57. The options available at a Stage Three Sickness Absence Hearing are:
- a. To determine whether the employee is unfit to carry out the duties for which he/she is employed and/or is unable to sustain an acceptable level of attendance;
  - b. To determine whether the employee should cease to work in his/her present post;
  - c. To determine whether the employee should cease to work in his/her present post but offer employment in another post;
  - d. To determine that the monitoring and support programme should be continued for a defined timescale;
  - e. To determine that the employee should continue to work for BMAT and that no further formal action under this Policy is required;
58. Format for a Stage Three Sickness Absence Hearing:

- a. Hearings should be chaired by the BMAT CEO, who may delegate to a member of the Trust Executive where necessary and/or appropriate.
- b. A Presenting Manager will attend the Hearing to discuss the steps taken to date to manage the employee's attendance and/or facilitate a return to work.
- c. The person(s) conducting the hearing will deliberate in private to reach a decision. The Chair should call the employee, his/her representative and the Presenting Manager back into the hearing and notify them of the decision. The decision will be confirmed to the employee in writing within five working days of the hearing.
- d. It may not always be possible to come to a decision on the day of the hearing and/or may be adjourned to enable further investigation. In these cases, the Chair will confirm their decision in writing as soon as reasonably practicable after the hearing.

**59. Conducting Stage Three Sickness Absence Hearings with Senior Employees:**

- a. If the subject of a Stage Three Sickness Absence Hearing is a member of a senior leadership team, then the hearing will be chaired by the BMAT CEO and the appropriate school principal will act as the Presenting Manager.
- b. If the subject of a Stage Three Sickness Absence Hearing is a member of the Trust Executive, then the hearing will be chaired by the Chair of the Trust and the BMAT CEO will act as the Presenting Manager.
- c. If the subject of a Stage Three Sickness Absence Hearing is the BMAT CEO, then the hearing will be chaired by the Chair of the Trust and a Trustee appointed by the Chair of the Trust will act as the Presenting Manager.

**XII. APPEAL**

60. Where an employee feels that any warning issued or decision to dismiss taken under this Policy is unfair, then s/he may appeal against the decision.
61. Any appeals should be lodged with HR within five working days of receipt of a decision to issue a warning or a decision to dismiss using the Sickness Absence Appeal Form (Appendix C). The form can be delivered in person or electronically to [hr@beaconacademytrust.co.uk](mailto:hr@beaconacademytrust.co.uk).
62. HR will acknowledge the appeal within five working days of receipt of the appeal form.
63. All parties will be informed of the time, date and venue of the appeal hearing at least five school days prior; the right of accompaniment applies, as above.
64. The appeal will be considered by an Appeal Committee comprised of governors or Trustees
65. Appeals will be impartial and cannot result in an increase to any penalty. The Committee may ratify, nullify or reduce the severity of the sickness absence action.
66. Appeals will not generally take the form of a rehearing; the purpose is to review the decision and the decision making process.

## SICKNESS ABSENCE POLICY

### APPENDIX A – SELF CERTIFICATION & RETURN TO WORK FORM

Personal Details			
School		Department	
Full Name		Line Manager	
Period of Absence			
To be completed by the employee. Absences of 7 days or less, treat as Self Certified. Please note that weekends bridged by a period of sick absence should be counted			
First Day of Absence		Last Day of Absence	
Date Returned to Work		Days Absent .	
Absence Details			
Was the absence as a result of an industrial injury?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please complete the Accident / Ill Health / Dangerous Occurrence Report Form			
Reason for Absence (please tick the most appropriate box below)			
Respiratory / coughs / colds	<input type="checkbox"/>	Cancer related	<input type="checkbox"/>
Internal Organs / Circulatory / Heart / Blood	<input type="checkbox"/>	Eye / Ear / Nose / Throat / Dental	<input type="checkbox"/>
Gastro/Diarrhoea/Vomiting	<input type="checkbox"/>	Post-operative/Recovery	<input type="checkbox"/>
Muscular-Skeletal/Strain/Sprain	<input type="checkbox"/>	Skin Condition	<input type="checkbox"/>
Emotional Health Related	<input type="checkbox"/>	Genito-Urinary related	<input type="checkbox"/>
Disability Related	<input type="checkbox"/>	Allergy	<input type="checkbox"/>
Injury at Work	<input type="checkbox"/>	Phased return	<input type="checkbox"/>
Pregnancy Related	<input type="checkbox"/>	Headache/Migraine/Neurological	<input type="checkbox"/>
Are you on any medication that we need to be aware of?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there any underlying health / welfare issues linking current and previous absences? (If sickness absence is related to a disability, reasonable adjustments must be considered and detailed below)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there anything we should consider to support you at work?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Line Manager / Cover Co-ordinator			
Did the employee properly notify the employer of his / her absence?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the employee feeling better?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signatures	Signed	Date	
Employee			
Line Manager			

**SICKNESS ABSENCE POLICY**

**APPENDIX B – EXPLORATORY INTERVIEW RECORD**

PART 1			
Personal Details			
Organisation		Department	
Full Name		Line Manager	
Date			
Period of Absence leading to Meeting			
See attached (please discuss and refer back to HR in case of any discrepancies)			
Underlying Reasons			
Is there any underlying reason for the absence/s	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If Yes, please explain			
Support Required			
Is there anything we should consider to support you at work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are there any support requirements in place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If Yes, please explain			
Employee Comments			
Outcome of Meeting			
Occupational Health Referral	<input type="checkbox"/>		
No further action due to exceptional circumstances or previous exemplary absence record	<input type="checkbox"/>		
4 to 8 weeks of absence monitoring	<input type="checkbox"/>		
The employee will need to be informed that further absence causing the triggers to be met may lead to further action as per the Sickness Absence Policy			
Dates for 4 to 8 week review meetings			
4 week review date		8 week review date	
Signatures	Signed		Date
<b>Employee</b>			
<b>Line Manager</b>			

**SICKNESS ABSENCE POLICY**

**APPENDIX B – EXPLORATORY INTERVIEW RECORD**

PART 2			
Monitoring Meetings			
Please note any periods of absence that have occurred during this monitoring period and remind colleagues of the sickness absence policy and triggers when 'return to work' meetings are held.			
Personal Details			
School		Department	
Full Name		Line Manager	
4 Week Monitoring Meeting			
Dates of absence during monitoring period	From	To	
	From	To	
	Any additional periods of absence		
	None <input type="checkbox"/>		
Underlying reasons for absences	Yes <input type="checkbox"/>	If yes, please explain	
Employee Comments			
Signatures	Signed		Date
<b>Employee</b>			
<b>Line Manager</b>			
8 Week Monitoring Meeting			
Dates of absence during monitoring period	From	To	
	From	To	
	Any additional periods of absence		
	None <input type="checkbox"/>		
Underlying reasons for absences	Yes <input type="checkbox"/>	If yes, please explain	
Employee Comments			
Signatures	Signed		Date
<b>Employee</b>			
<b>Line Manager</b>			

**SICKNESS ABSENCE POLICY**

**APPENDIX C – SICKNESS ABSENCE APPEAL FORM**

Personal Details			
Organisation		Department	
Full Name		Job Title	
Appeal Date			
Appeal Information			
Hearing Date			
	Name	Job Title	
Chair			
Investigating Officer			
Hearing Notification			
Were you given at least five working days' notice of the sickness absence hearing?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Summary of Appeal			
<p>Please explain:</p> <ul style="list-style-type: none"> <li>• The ground(s) of your appeal;</li> <li>• How those grounds relate to the outcome of the hearing</li> <li>• The detriment you have suffered as a result.</li> </ul> <p>Provide as much detail as possible. Attach additional sheets if required.</p>			
Signatures	Signed	Date	
Employee			

**SICKNESS ABSENCE POLICY**
**APPENDIX D – OCCUPATIONAL HEALTH CONSENT FORM**
**OCCUPATIONAL HEALTH CONSENT FORM**

Your full name:		Date of birth:
Home address:		
Daytime telephone number/s:		
If you are happy to receive all correspondence including any reports by email please provide your personal email address (not a work email address):		
Name of organisation employing you: Beacon Multi Academy Trust – Beal High School		
GP's Name, Address and Telephone number:	Specialist's Name, Address and Telephone number:	

**DECLARATION AND CONSENT**

The nature and reason for this occupational health referral have been explained to me and I agree to an assessment as is deemed appropriate by the Maitland Medical occupational health team in respect of my circumstances. This may include a face to face consultation, a telephone assessment or a functional physiotherapy assessment.

I understand that following the assessment an advisory report will be written to my employer and that I will be offered the opportunity to see an advance copy.

Please indicate below if you would like to see the report before it is sent to your employer

- I wish to be sent a copy of the report at the same time as it is sent to my employer\*
- I do wish to see the report before it is sent to my employer\* *\* Indicate as required*

**I understand that my consent may be withdrawn at any stage of the process**

Signed: .....

Dated: .....

On occasions, to enable us to fully complete a thorough assessment, it may be considered helpful for us to obtain further information from your General Practitioner and /or Specialist. For this we require your explicit, informed consent to do so. **(see below)**. In the event this is required we ask you to complete the section below.

I consent to give Maitland Medical access to medical information in the form of a report and/or copies of medical records relating to my physical or mental health or regarding my rehabilitation, from my GP / treating Specialist.

I understand that the information collected will be reviewed by Maitland Medical and an occupational health report supplied to my employer. I understand that this will advise my employer to with regards to adjustments that might assist and may be used in making employment decisions.

**I do /I do not\* wish to see the report / records before it is sent to Maitland Medical (\*Delete as required)**

**I do/I do not\* wish to see the report before it is sent to my employer (\*Delete as required)**

Signed: .....

Dated: .....

**ACCESS TO MEDICAL REPORTS ACT 1988 or ACCESS TO PERSONAL FILES and MEDICAL REPORTS**



## (NI) Order 1991 for Northern Ireland & DATA PROTECTION ACT 1998

Before we can write to your GP or Specialist or send an advisory report to your employer following an Occupational Health assessment, we need your consent.

Prior to you signing the consent overleaf, you should know that you have certain rights under the above Acts in relation to this.

### **If Maitland Medical write to your GP or Specialist for a medical report:**

- Maitland Medical must notify you when they intend to apply for a report and must ask your consent to seek such a report.
- If a report is requested, your GP / Consultant must be told by Maitland Medical whether or not you wish to see the report.
- You may ask to see the report written by your GP/Specialist before it is sent to Maitland Medical or up to 6 months thereafter. However, after the expiry of the 21 day period (see below), you may not change the content.
- If you wish to do this, it is your responsibility to make arrangements to see the report. You have 21 days from the date of Maitland Medical's request to make arrangements with your doctor to see the report.
- If you disagree with the contents of the report, you may ask the doctor to amend it. If he/she does not agree with these amendments, you may not yourself alter the report, but you can add your own amendments as a statement to accompany the report.
- You can withhold consent in the first instance or subsequently withdraw your consent prior to the report being sent to Maitland Medical if you totally disagree with the contents of the report. Please bear in mind that in such instances Maitland Medical may be unable to advise your employer fully and employment decisions may be made without the benefit of a medical opinion.
- Your doctor has no obligation to show you all or parts of the information contained in the report if he/she feels that
  - the contents will cause serious harm to your mental or physical health
  - it would reveal the identity of another person without their consent, (other than a health professional in relation to your care)

### **If you have an assessment with an Occupational Health Specialist (Doctor, Nurse or Physiotherapist)**

- If there are factual inaccuracies within the report e.g. names and dates, you may ask Maitland Medical to amend it. If you disagree with the opinion given by the Occupational Health Professional, unless factual inaccuracies result in changes to the opinion of the assessor/author, the report will not be changed. If you wish, however, you can add your own amendments as a statement to accompany the report.
- If you wish to see the report before it is sent to your employer, we will ask you to feedback to us any comments within 5 working days of dispatch (if the report is posted to you) or 2 working days (if sent by e-mail). If we do not hear from you, the report will be forwarded to your employer at the end of this period.
- You can withhold consent in the first instance or subsequently withdraw your consent prior to the report being sent to your employer if you disagree with the contents of the report. Please bear in mind that in such instances Maitland Medical may be unable to advise your employer fully and employment decisions may be made without the benefit of a medical opinion.
- Maitland Medical may refuse to disclose all or part of your Occupational Health report to you, if
  - it is likely to cause serious harm to your physical or mental health or to that of others
  - it relates to someone who would normally need to give their permission (where that person is not a health professional who has cared for the patient)