

# SICKNESS ABSENCE MANAGEMENT POLICY



INVESTORS IN PUPILS



Stephen Lawrence  
EDUCATION STANDARD



## **Blackgates Procedure**

Staff absence should be reported to the Co-Headteachers before 7.30am on each day of the absence. The Business Manager is then informed.

### **Guidance Notes for completing the 'sickness absence notification' form**

The Business Manager completes and sends the sickness absence notification form each week to the Attendance Management Team.

#### **Self-certification**

Employees can self-certify absence for up to seven calendar days. On the eighth day they must produce a fit note.

Managers should complete a 'sickness notification form (0014)' when an employee notifies a self-certified absence. During the conversation with the Co-Headteachers, an expected return to work date should be agreed and recorded on the form. If the return date changes another form should be completed (with the amended notification of absence date box ticked) showing a revised date of return.

Forms should be sent immediately for processing and not held back until the employee returns to work. Notifications can be emailed providing they are sent from an LCC email address. This is the preferred method of notification.

#### **Form completion**

All notifications should clearly state who the notification is for. The personnel number must be quoted. The Business Manager retains a printed copy for the staff file, which the Co-Headteachers sign.

#### **Accident at Work**

Where the absence is as a result of an accident at work, this should be clearly indicated. A form CF50 should also be completed and forwarded to the Business Support Centre employee matters team for processing.

#### **Nature of illness**

'Sick' is not an acceptable nature of illness, and should not be used. If the employee's nature of illness changes during the absence, this should be indicated on the form so the payroll system can be updated.

## Multiple employments

Employees who have more than one employment with LCC must notify each manager of any absence, who in turn must complete separate 'sickness absence notification forms.

This Complaints Policy was formally adopted by Blackgates Primary School on –

Date ...22.03.17.....

Review Date 22.03.17.....

Headteacher .....

Governing Body .....