## Staff Absence Policy (non-sickness)

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Date of policy</td>
<td>04 February 2015</td>
</tr>
<tr>
<td>Review date</td>
<td>04 February 2018</td>
</tr>
<tr>
<td>Headteacher’s signature</td>
<td><em>Signed copy on file in HT office</em></td>
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<tr>
<td>Chair of Governors’ signature</td>
<td><em>Signed copy on file in HT office</em></td>
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</tbody>
</table>
Staff Absence Policy (non-sickness)

Background to the Policy

Glade Primary School has a responsibility to monitor and encourage satisfactory staff attendance, to control absence levels, and to support employees who are experiencing difficulties. In turn, employees have a responsibility to keep any absence to a minimum.

This policy refers to absence not related to illness/sickness and should be read in conjunction with the schools’ Sickness Absence Management Policy (SCC model policy)

The intention of this policy is to develop an understanding by all employees of the importance of good attendance to the operation, performance and image of the school. The implementation of fair, consistent and open procedures will be used at Glade Primary School to encourage a commitment to achieving and maintaining a high level of attendance. The procedures include:

- Guidelines for appointments and induction
- Monitoring staff absence
- Notification procedures
- Management action.

A commitment to good attendance will be reinforced through:

- Consistent monitoring and management procedures
- Positive promotion of good health
- Genuine concern and interest in the health and well-being of employees.

The policy has been reviewed and agreed by the staff and Governors.

A copy of the school policy on Attendance and Reporting Absence Procedures will be made available to all existing employees and new appointees. All applicants for posts and referees will be informed of the policy on attendance.

Philosophy of the policy

At Glade Primary School, we are committed to achieving and maintaining a high level of attendance from all employees, through the application of good management procedures. All employees must understand the importance of good attendance and ensure that any sickness absence is kept to a minimum. Employees should also be aware that they must not undertake any activity that might delay recovery or is incompatible with the illness.

It is the responsibility of the Senior Leadership Team through the Headteacher and Secretary to monitor the overall levels of sickness absence on a regular basis. The SLT supports employees during periods of sickness and arranges for confidential reports on the absence to be submitted to Governors. Action will be taken in accordance with the
procedures adopted by Glade Primary School to deal with unacceptable levels and frequency of absence.

When a member of staff is absent, the reason will be established. While most of the reasons will be for ill health, there could be other explanations. If illness is not the cause, the Nominated Person will aim to establish if the absence is a symptom of a problem within the school or a domestic difficulty.

**Nominated Person**

The Nominated Person for Glade Primary School in respect of all staff is the Headteacher or, in his or her absence, the Deputy Headteacher or next senior teacher – who has responsibility for the management of attendance and staff absence.

The Nominated Person will carry out the following functions for all employees for whom s/he has responsibility:

- Monitor and be aware of the absence records of each employee.
- Be the contact point for notification procedures.
- Ensure staff are aware of, and comply with, the staff absence reporting arrangements.
- Conduct discussions with employees in respect of all absences when they return to work.
- Assist employees in need of support.
- Keep Chair of Governors informed.
- Refer cases that are a cause for concern to the Local Authority’s HR department.

**Trigger Points**

To enable managers to monitor absence levels trigger points have been agreed. The School’s senior leadership team will continuously monitor these levels, and will investigate with the employee any levels or patterns of absence which cause concern and decide whether any action (informal or otherwise) is required.

In any event, absence that reaches any of the following trigger points will be investigated in every instance:

- Three occasions, or ten working days or more, absence in a rolling three months’ period;
- All long term absences (10 or more working days)
- Unacceptable patterns of absence (e.g. regular Friday and/or Monday absences or school closure periods)

Due regard must be taken of the Equality Act in relation to disability and pregnancy so as to ensure employees are not placed at a disadvantage as a result of these protected characteristics. Therefore absence relating to rehabilitation, assessment and treatment of a
disability. and pregnancy related absence should be excluded from the triggers (see the sections 4 and 5 above). Due support and regard should also be given to employee who may be experiencing the effects of, for example, drug or alcohol misuse or domestic abuse.

It should be noted that the above trigger points do not prevent earlier intervention if appropriate. Any employee, who the school finds to be abusing the school’s sickness absence management arrangements, will be subject to disciplinary procedures, which may lead to dismissal.

**Monitoring and Recording**

To ensure that any action taken against an employee for unacceptable levels and/or pattern of absence is appropriate, it is important that an accurate and consistent method of monitoring has taken place. Effective monitoring of absence is dependent on effective recording of absence. As part of induction, new employees will be made aware of the school’s absence reporting arrangements and the expectations that the school has of good attendance. All employees will be made aware that the school will address concerns about absence levels.

It is the responsibility of the headteacher to determine whether formal action is taken. The decision will be based on the cause, amount and frequency of the absence. It should be noted that none of the definitions set out as part of this procedure prevents earlier intervention if appropriate, nor is it necessary to wait until sick pay has expired before further action is taken.

**Absence of Headteacher**

The Deputy Headteacher is the Nominated Person in respect of absence by the Headteacher and, together with the LA HR staff, monitors periods of absence.

Any concerns are referred to the LA HR section, who will liaise with the Chair of Governors in respect of the action to take.
Leave of Absence for other than personal illness

There are certain absences where Governors are required to observe statutory obligations (e.g. time off for trade union duties, in relation to health and safety functions/training, and for maternity leave), and other absences, which are covered by national or local agreements.

This policy covers the following:

1. Leave of absence for urgent personal reasons/other miscellaneous reasons;
2. Leave of absence for Public Duties/Union Duties;
3. Other absence (long term sickness, maternity/adoption/paternity, suspension).

1.1 Leave of Absence For Urgent Personal Reasons/Other Miscellaneous Reasons

The Headteacher (or in the case of the Headteacher, the Chair of Governors) may grant paid leave of absence for up to five working days in any academic year for urgent personal or other miscellaneous reasons (See Appendix A). Such approval should be reported to the Governors at their termly meeting. In exceptional cases the Governors may extend leave by a further 5 working days in any academic year.

1.2 Unpaid leave.

The Headteacher and/or Governors may grant additional unpaid leave having due regard to the needs of the school, in accordance with current legislation.

1.3 Paternity leave.

Paternity leave for a male member of staff on the birth of his child may be granted for up to 10 days. This is paid at the Statutory Paternity Pay rate.

1.4 Parental leave

The Head Teacher will grant leave without pay, in accordance with the Parental Leave provisions of the Employment Relations Act 1999, to allow a parent to look after or make arrangements for the good of the child, where an employee meets the following criteria:

An employee must have at least one year’s continuous Local Authority Service and be the parent (named on the birth certificate), or have acquired formal parental responsibility, of a child who is under 5 years of age.

or

have adopted a child under the age of 18. (The right to parental leave will end on the child’s eighteenth birthday or five years from the adoption date, whichever is sooner).

Eligible employees can request leave, which must be in blocks of one or more full weeks (except where a child is disabled) up to a maximum of four weeks for each child in any year. The request must include at least 21 days notice and include the dates on which the leave would start and end.
The Head Teacher has the right to postpone leave, on justifiable business grounds, for up to six months, within seven days of receiving the request.

Employees can request up to 13 weeks leave for each child across the five year qualifying period, or up to 18 weeks leave where the child has a disability, over a longer period of up to the child's 18th birthday.

**Leave of Absence for Public Duties/Union Duties**

A member of staff may serve as a Magistrate, or Member of a District Council, or on other public bodies, and this may involve some absence from school.

2.1 **Members of District Councils**

Members of staff who are intending to stand for election as members of District Councils, where the duties of the office and attendance at meetings will involve absence from school, must inform the Governing Body, through the Headteacher, in writing of their intention, so that they can be made aware of the limitations and requirements of the scheme of leave of absence.

2.2 **Magistrates**

Any member of staff wishing to serve as a Magistrate must inform the Governing Body, through the Headteacher, in writing of their intention, so that they can be made aware of the limitations and requirements of the scheme of leave of absence.

2.3 **Parliamentary Elections**

Members of staff offering themselves as candidates for Parliamentary and local authority elections do not receive salary for absences while campaigning from the date of the writ to the day of the election. Employees standing as candidates for Parliamentary/local authority elections are granted leave with pay on the day of the poll only.

2.4 **Jury Service or attendance as a witness**

Any member of staff called for Jury Service or as a witness on behalf of the Crown, Police, or Defence, or for either side in a civil case will be granted leave to attend, for the period required by the Courts. If, however, during the period of any summons to attend, the Court releases the staff member for a day or half a day, s/he will be expected to return to school. All staff required to attend for Jury Service or as a witness should claim through the Court the allowance for loss of earnings.

1/365 of the gross annual salary should be claimed for each day of service, subject to the maximum allowance payable. The Treasurer will deduct from the staff member’s salary an amount equal to the allowance received and these amounts will be credited to the school’s payroll budget to offset supply cover costs.
2.5 **Union Duties**

Leave in connection with recognised union duties is covered by a separate facilities agreement, which provides limited supply cover. These arrangements are notified to the appropriate associations who must inform the Headteacher as appropriate, of any claims against this budget.

**Other Absences (For Which Salary Will Be Paid)**

3.1 Existing arrangements will continue for meeting the costs of:

- Long term sickness of staff
- Maternity, paternity and adoption leave
- Suspension of staff involving prolonged enquiries.

3.2 For regulations relating to payment of salary during absence for long-term sickness see the relevant Conditions of Service documents.

3.3 Suspension of teachers, in consultation with the Director of CYP Services, which involves prolonged investigation of the allegations, is treated under separate arrangements.
Notification Procedures

1. Request for Leave of Absence
   - If staff require leave of absence from school for a medical appointment, funeral, moving house or other personal reasons, a request should be made to the Headteacher. A signed form must be completed and handed to Secretary. (See Appendix A for regulations covering leave of absence with pay entitlement.)
   - The Governors, through the Headteacher, reserve the right to withdraw salary if the request for absence is not covered by the Conditions of Service.

2. Absence for Family Reasons
   - If known in advance, a request for leave of absence should be made on the relevant form.
   - Staff may receive up to two days in an academic year for emergency care of family dependants. Further absence is at the discretion of the Headteacher and is without pay. (See Appendix A for details of leave of absence with pay entitlement.)
   - If absence is not known in advance, procedures for absence arising from ill health should be followed.

3. Medical appointments (Doctors & Dentists)
   - Routine, non-emergency doctor and dentist appointments should be arranged outside of normal working hours. Where the Headteacher is satisfied that the appointment is urgent or cannot be arranged wholly outside of working hours, time off with pay may be given.

4. Absence arising from Ill Health

   The procedures for absence due to ill health are outlined in the Staff Absence Policy (Sickness) – Appendix 13

First Working Day
   - The employee must personally notify the Headteacher (home or mobile number) of his/her absence due to ill health as early as possible in the circumstances, and no later than 7.00am.
   - The reason for the absence and an indication of its likely duration should also be given. Unless otherwise agreed, the employee should contact the school on each subsequent day of absence.
   - The employee should indicate the reason for, and likely duration of, absence. The employee should state if the absence is work related, e.g. accident or injury at work. The Nominated Person should record this information.
   - If the employee cannot speak to the Nominated Person by 7.00 am every effort should be made to contact him/her later.
   - If the length of absence is unknown, the employee should contact the school by 3pm on the same day to advise whether s/he will be back the next day.
• It is the responsibility of an absent employee to keep the school informed of the estimated length of absence, although staff at the school will make every effort to keep in contact.

After Three Days
• If the absence continues beyond three days, the employee should contact the Nominated Person to provide an indication of the likely return date.
• For all absences (including weekends), an employee must complete a Self-Certification form upon return.

After Seven Days (including weekends)
• A doctor’s certificate/statement should be sent to the school office.

Long-Term Absence
• During a long-term absence, an employee has a responsibility to keep the school informed of progress through the Nominated Person.
• The school will maintain contact and visit the employee by agreement if necessary. An employee will not be subjected to pressure or harassment while absent.

Return to Work Discussion

Wherever possible, the employee should inform the school no later than the day before the anticipated date of return.

The school will conduct return-to-work meetings for all absences, irrespective of length. The meeting should take place on the first day of the employee’s return to work wherever possible. Information on Return to Work meetings can be found in the Staff Absence (Sickness) policy.
Appendix B

<table>
<thead>
<tr>
<th>Reason</th>
<th>Headteacher approval</th>
<th>Governors’ approval</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>Paid Leave – Urgent Personal Reasons</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Serious illness of a close relative, or</td>
<td>5 days</td>
<td>Further 5 (in exceptional cases)</td>
<td>This is usually taken to mean close relationship, i.e. partner, son, daughter, father, mother, grandparent, but Heads have discretion to recommend that leave be granted in other cases e.g. in-laws and where it is known that the relationship is similar to close family. A letter of explanation should accompany such recommendations from the staff member.</td>
</tr>
<tr>
<td>2 Death of a close relative</td>
<td>5 days (may be added together in exceptional cases to allow 10 days)</td>
<td>Further 5 (in exceptional cases)</td>
<td>Under this section the Head may use discretion to authorise staff requests to attend the funeral of a close friend or colleague.</td>
</tr>
<tr>
<td>3 Sudden illness of a child or dependant relative</td>
<td>Up to 2 days</td>
<td></td>
<td>Up to 2 days in an academic year. Further days absence are without pay.</td>
</tr>
<tr>
<td>4 Wedding of a close relative</td>
<td>1 day</td>
<td></td>
<td>This is usually taken to mean close relationship, i.e. son, daughter, father, mother, grandparent, brother, sister.</td>
</tr>
<tr>
<td>5 Fire or burglary of main residence</td>
<td>1 day</td>
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<tr>
<td><strong>Other miscellaneous reasons</strong></td>
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<tr>
<td>6 Graduation ceremony of son/daughter</td>
<td>1 day</td>
<td></td>
<td>In addition to degree ceremonies for Universities, other professions, e.g. nurses, also have formal graduation ceremonies, and leave is permitted under this section.</td>
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<tr>
<td>7 Moving house</td>
<td>1 day</td>
<td></td>
<td>On the day of the move only</td>
</tr>
<tr>
<td>8 Interviews</td>
<td>Up to 5 days</td>
<td></td>
<td>Additional time to visit schools prior to interview may be given at the discretion of the Headteacher.</td>
</tr>
<tr>
<td>9</td>
<td>Examination leave</td>
<td>Up to 5 days</td>
<td>This category includes attendance at Summer Schools of the Open University, if it can be shown that such attendance cannot be arranged out of school terms.</td>
</tr>
<tr>
<td>10</td>
<td>Observance of major non-Christian festivals</td>
<td>Up to 3 days</td>
<td>Up to 3 days paid leave per academic year may be granted on the understanding that such time is made up by teachers in non-directed time.</td>
</tr>
<tr>
<td>11</td>
<td>Annual training – non-regular Forces</td>
<td>Up to 5 days</td>
<td>Approval may be given for an additional week's unpaid leave providing the Commanding Officer certifies that it is not possible for the staff member to undertake the training during school holidays. In the case of staff who are Officers in the Cadet Corps, leave is limited to a maximum of five school days.</td>
</tr>
<tr>
<td>12</td>
<td>Representing county/country at national/international events</td>
<td>Up to 5 days</td>
<td>Staff who are appointed as senior officials of such events are also included under this section.</td>
</tr>
<tr>
<td>13</td>
<td>Delegate at Church Synods (or equivalent), TU Conferences, Local Government Conferences, Committee member of national education body</td>
<td>Up to 5 days</td>
<td>Attendance at a Trade Union or Local Government Conference may only be authorised if the staff member is a designated delegate. Written confirmation from the appropriate body should be provided to the Headteacher.</td>
</tr>
<tr>
<td>14</td>
<td>Governing Body meetings (as a Governor)</td>
<td>Up to 5 days</td>
<td>Approval of leave of absence includes other official duties in connection with service as a Governor, e.g. member of a working party, or of an appointments panel. This section also covers membership of other statutory bodies such as Industrial Tribunals.</td>
</tr>
</tbody>
</table>

**Unpaid Leave**

<p>| 15 | Headteacher and Governors will only grant unpaid leave in the most exceptional circumstances | Governors &amp; Headteacher approval only | Requests for time off during term time for the purposes of an annual holiday will not be considered. School employees are contractually required to attend for work during term time. |</p>
<table>
<thead>
<tr>
<th>#</th>
<th>Leave Type</th>
<th>Days</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Paternity leave for male teacher on the birth of his child</td>
<td>10 days</td>
<td>Statutory Paternity Pay</td>
</tr>
<tr>
<td>17</td>
<td>Member of District Councils</td>
<td>Up to 15 days</td>
<td>Paid leave</td>
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<tr>
<td>18</td>
<td>Magistrates</td>
<td>Up to 15 days</td>
<td>Paid leave</td>
</tr>
<tr>
<td>19</td>
<td>Candidate for Parliamentary/Local Authority elections</td>
<td>Day of poll only</td>
<td>Paid leave</td>
</tr>
<tr>
<td>20</td>
<td>Jury Service/Witness</td>
<td>Up to 10 days</td>
<td>Additional days will be unpaid</td>
</tr>
<tr>
<td>21</td>
<td>Union Duties (Separate facilities agreement)</td>
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<td></td>
</tr>
</tbody>
</table>

Where a number of days absence is listed, this is within an academic year.