



Managing Attendance Policy - Annex 4: Guidance on Phased Returns to Work

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Policy reviewed and updated: 10/2023

Scheduled date of next review: 09/2025

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Update Information

This model policy will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation, statutory guidance, or best practice (where appropriate).

1. Phased Return to Work

A phased return to work may be advised by the Occupational Health and/or an appropriate medical professional/specialist to facilitate recovery and rehabilitation back into the workplace following a period of sickness absence by enabling the employee to work reduced hours for a fixed period of time (phased return).

Occupational Health are able to provide advice on the suggested phased return relevant to the employee and how this should be structured, including the number of hours, working pattern and the duration of the phased return.

An employee returning to work on a phased basis will be paid as follows:

- Where the employee has exhausted their entitlement to sick pay, the salary payments made will be based on the number of hours worked.
- Where the employee is in receipt of sick pay at the time of their return to work on a phased basis, they will:
 - be paid the sick pay that would have been paid if they remained off sick **or**
 - be paid in accordance with the number of hours worked

whichever is the greater amount.

Any sick pay paid during a period of phased return will not count against the employee's sick pay entitlement.

- Where school closure periods fall within a period of phased return, they will be paid at the rate of pay immediately preceding the school closure period.
- If the employee is unable to return to their normal contracted hours after three months, salary payments will be based on the number of hours worked.

The school will need to provide its payroll provider with details of the hours worked as part of the phased return. An example of this can be found in [Appendix 1](#).

A phased return to work should be monitored and managed by both the Headteacher/Designated Line Manager, and should last no longer than three months. If it becomes evident that the employee is unable to return to their normal

contracted hours after a period of three months, the Headteacher/Designated Line Manager should meet with the employee to explain that a phased return to work is only agreed up to a maximum of three months. The Headteacher/Designated Line Manager should discuss with the employee whether the school is able to continue to support the request (either from the employee or through an Occupational Health recommendation) to work reduced hours taking into consideration the needs of the school, the reasons presented by the employee, any reasonable adjustments that have been requested particularly in relation to legal obligations under the [Equality Act 2010](#).

If, following the discussion with the employee, the school is able to support the request to continue the reduced hours, the Headteacher/Designated Line Manager should advise the employee that this will require a contractual change in hours to be implemented and the implications of the contractual change e.g. pro rata salary and, where applicable, annual leave. Appropriate notification should be sent to the Payroll Provider.

If, following the discussion with the employee, the school is unable to support the request to continue the reduced hours, the Headteacher/Designated Line Manager must be clear about:

- Why the school cannot support the request;
- What may have been offered as an alternative to the employee (if anything); and
- Any reasonable adjustments that may have been offered (even if declined by the employee).

Advice must be sought in such cases from Schools HR and a referral to Occupational Health may be pursued to obtain advice about whether ill-health redeployment may be appropriate.

2. Appendix 1 - Notification to Payroll of Phased Return to Work Form

Name of School:

This is to notify you of the arrangements for a phased return for the following employee:

Name of Employee	
Post Title	
Pay Number	

Details of the Phased Return:

Start date of phased return	
Hours per week	
Working pattern	

Week Ending	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours to be paid*

*Total hours or sick pay entitlement will be paid, whichever is the greater amount.

Please complete the section below when the phased return has come to an end and the employee has resumed normal working hours:

End date of phased return	
Date normal working hours resumed	

Signed: _____ (Headteacher)

Name of Headteacher: _____

Date: _____

NB: Employees should be informed that adjustments to their salary will be made in the next available month.

Policy created: 01/2010

26 Oct 2023

Annex has been reviewed and refreshed. Refer to the Schedule of Amendments for full detail. [Schedule of amendments](#)

28 Jun 2021

Annex has been reviewed and refreshed. Refer to the Schedule of Amendments for full detail. [Schedule of amendments](#)