



What do I do if I am ill?

All days of the week count; but if **Day 1** or **Day 4** falls on a non-working day, you should telephone on the first following working day.

Nominated officers:

- For teachers: Philip Thompson (Headteacher) 07985 606364
or Chris Meldrum (Deputy Headteacher) 07862 909800
- For support staff: Chloe Deane (Business Manager) 07760 424142
- For cleaners: Geof Craig 07393 863977

Day 1: Telephone either Phil Thompson or Chloe Deane as soon as possible, between 7.00am & 7.30am. It is **not acceptable** for a partner to call unless it is a real emergency.

You need to tell them:

a) When you became ill.

b) What the illness is and whether it is related to an existing or potential disability.

c) How long you think you will be off work.

d) Whether your condition is a result of an accident or injury at work, or a recognised form of work-related ill health.

e) Information regarding any work commitments that may need progressing or re-arranging.

Day 2 and beyond: For short term absences you should phone your line manager on a daily basis with an update of your condition. The day before you return to work, you should phone at 2.00pm to confirm your attendance.

Day 8: You must obtain a doctor's statement if you are still absent and send it to the nominated officer. You need to be covered by a doctor's note for the remainder of the absence.

You should maintain regular telephone contact with your nominated officer during the early stages of absence. If your absence is expected to exceed 3 weeks, your line manager will arrange to meet with you.

Return to work interview: You will be seen on your return to work to ensure you are fully fit and that there are no other problems. For Longer term absences, you will be seen prior to your return.

Occupational Health Referrals: You will be required to engage in an OH referral at any point up to but certainly no more than four weeks, except where there is an agreed recovery period. Where the employee is thought to be suffering from stress, anxiety or depression, this may occur sooner.

1st Working Day

- Work should be set for first day of absence and subsequent days if possible.
- Staff must contact their nominated officer, to enable staffing arrangements to be put into place
- Staff must ensure work has been set—either via the Curriculum Leader or by e-mailing work to **head@ismchs.com** before 8:00am
- Staff must give details of the reason for the absence, the likely duration and whether the absence is related to an accident or injury at work. Also inform us if you have emailed your cover work. *Please be aware that the cover emails will not be checked unless you have contacted the nominated officer saying you are absent and stating this.*
- This information will be recorded



2nd and subsequent days

- Contact should be with either M. Owens or C. Deane made by 2.00pm on the day prior to return to ensure that cover staff have not been engaged
- If absence is continuing, staff must make further contact with the designated person(s) regarding the absence, giving an indication of the likely return date
- n.b. for all absences, staff must complete a **Self-Certification Form** upon return which is downloadable from the gov.uk website. This information will then be added to the Oracle Self Service system.



After 7 Calendar Days (including weekends)

- Staff must forward a medical certificate to the business manager with 5 days of issue.



Longer Term Absence

- During periods of long term absence staff have the responsibility to keep the school informed of progress via the designated person(s)
- School may maintain contact and if necessary, by agreement, visit the member of staff, bearing in mind the nature of the illness

Summary of leave entitlements (LCC Appendix): **September 2023**

CATEGORY	MAXIMUM ENTITLEMENT (PAID LEAVE UNLESS OTHERWISE STATED)
Contractual Leave	
Sick Leave	See separate Absence Management Policy
Maternity Leave	See separate Maternity Leave Scheme
Adoption Leave	See separate Adoption Leave Scheme
**Paternity leave	Up to 2 weeks for qualifying employees
**Maternity Support Leave	5 days at or around the time of the birth
(** NB Employees entitled to both Paternity Leave and Maternity Support Leave are only entitled to 2 weeks leave in total)	
Trade Union activities/duties	See separate Facilities Time Agreement and Time off for Trade Union Duties at Appendix D
Public Service (Paid) (18 days in total for <u>all</u> public service duties excluding those marked with an *)	
Parliamentary Candidates	15 days paid, 5 days unpaid
Members of other Local Authority Councils and Committees.	18 days
Appointment by Minister of the Crown, Association of Local Authorities, or Local Authority, to serve on Committee, Panel, Tribunal etc (or election to such)	12 days
Magistrates/Justices of the Peace	18 days
Those who are Governors of schools other than their own	18 days
*Jury Service	Separate provisions apply here
*Attendance at Court/Tribunal as a Witness	No maximum
*Reserve Armed Forces (see here for more information)	No maximum
*Training or active service with reserved armed forces	2 weeks with pay for summer camp if this falls within the person's normal working time
Public Service (Unpaid) (18 days in total for <u>all</u> public service duties)	
Candidates for election to a local authority	Day of election
Official delegate to annual conference of a major political party	Duration of conference
Election Duty	1 day
Discretionary Leave/Leave associated with role in school	
Voluntary Organisations/ representing county/country at sport etc.	As required – subject to approval
Those who are Governors of their own school	As required - subject to approval
Attendance at external meetings relevant to the person's role/needs of the school	As required - subject to approval
Personal Leave (paid)	
Job Interviews	Reasonable time off – subject to approval
Illness of a dependant/accompanying a dependant to a medical appointment	Up to 6 days with pay – only the first day of each occasion is with pay unless exceptional circumstances apply
Funerals of close relatives	1 day (Up to 3 days in total if unavoidable travel or acting as a personal representative)
Foster Care/ Special guardianship (to facilitate fostering arrangements)	Up to 3 days in total if Special Needs
Prospective parents (other than the expectant Mother)	1 ante-natal visit and up to 3 scans (unless exceptional circumstances)
Degree ceremony/passing out parade of spouse/partner, son or daughter	1 day (Up to 3 days in total if unavoidable travel)
Ante natal visits/scans	As necessary
Pre-adoption visits	As necessary/reasonable
Time off for medical treatment, eg IVF	As necessary
Personal Leave (Unpaid)	
House Removal	1 day
Wedding of a close relative	1 day
Religious observance	Up to 3 days
Elective surgery (eg cosmetic surgery not arising from serious injury or illness)	As required – subject to approval
Time off for dependants (NB this is a statutory entitlement and is separate to 'Illness of a Dependant' above).	As required – See Guidance Notes at Appendix C

Personal Leave for other matters, eg to care for a seriously ill person, extended holiday, pilgrimage etc	Up to 2 months – subject to approval. If further unpaid leave is requested this should be approved by the Governing Board.
Professional Leave	
Work outside the auspices of the Authority connected to Education, eg TV work/lectures	5 days paid, 5 days unpaid
Participation in work of recognised exam boards	12 days paid, 6 days unpaid
In-service training where course is financed from school budget	Duration of course
School visits for the purpose of professional development	As necessary – subject to approval
OFSTED Inspections/DfE performance management work	As necessary.
Study Leave	
Time off for attending college/University to study for a formal qualification, eg GCSE, NVQ, BTEC, Degree	As agreed by the Governing Board prior to the course of study commencing taking into account the relevance of the qualification to the person's role and the needs of the school.
Time off for study leave/exams for a formal qualification, eg GCSE, NVQ, BTEC, Degree	As agreed by the Governing Board prior to the course of study commencing taking into account the relevance of the qualification to the person's role and the needs of the school.
Time off for private study/exams not relevant to role or approved by the school	Employee should submit a Flexible Working Application
Attendance at interview or degree ceremony	Up to 2 days with pay providing course of study has been funded by school and/or is relevant to role.

	CATEGORY	MAXIMUM ENTITLEMENT (PAID LEAVE UNLESS OTHERWISE STATED)
1	Contractual Leave	
a	Sick Leave	See separate Absence Management Policy
b	Maternity Leave	See separate Maternity Leave Scheme
c	Adoption Leave	See separate Adoption Leave Scheme
d	Trade Union activities/duties	See separate Facilities Time Agreement
2	Public Service	
a	Parliamentary Candidates (including European Parliament)	15 days paid, 5 days unpaid
b	Candidates for election to a local authority	Day of election (unpaid)
c	Official delegate to annual conference of a major political party	Duration of conference (unpaid)
d	Members of other Local Authority Councils and Committees.	21 days
e	Appointment by Minister of the Crown, Association of Local Authorities, or Local Authority, to serve on Committee, Panel, Tribunal etc (or election to such)	12 days paid, 6 days unpaid
f	Magistrates/Justices of the Peace	18 days
g	+Jury Service	No maximum. Loss of Earnings to be claimed
h	+Attendance at Court/Tribunal as a Witness	No maximum
i	Voluntary Organisations/representing county/country at sport etc	Discretionary (no min/max)

j	Teachers who are Governors of schools other than their own	18 days
k	Teachers who are Governors of their own school	Discretionary (no min/max)
l	Meetings called by CSA eg SACRE, Official Working Groups	No maximum
m	Social Services Core Groups	No maximum
n	Reserve Armed Forces	Leave without Pay
3. Personal Leave		
a	Job Interviews	Reasonable time off
b	House Moving	1 day without pay
c	Dependants, where it is not possible for the caring responsibility to be carried out by another carer.	Up to 6 days per year with pay with only the first day of each occasion with pay
d	Illness of parent, spouse/partner, son, daughter or dependant	
e	Funerals of close relatives	1-3 days dependant on travel
f	**Paternity leave	Up to 2 weeks for qualifying employees
g	**Maternity Support Leave	5 days at or around the time of the birth
h	(** NB Employees entitled to both Paternity Leave and Maternity Support Leave are only entitled to 2 weeks leave in total)	
i	Prospective parents (other than the expectant Mother)	1 ante-natal visit and reasonable time off for scans as necessary
j	Medical appointments which cannot reasonably be arranged outside working time. Evidence of such appointments may be requested	<i>Reasonable time off</i>
k	Foster Care/Special Guardianship (to facilitate fostering arrangements)	1 day SEN 1-3 days
l	Degree ceremony/passing out parade of spouse/partner, son or daughter	1-3 days
m	Religious observance	1-3 days unpaid
n	Prospective parent	Reasonable time off
o	Pre-adoption visits	As necessary
p	Time off for medical/fertility treatment	As necessary
q	Elective surgery	Unpaid
r	Time off for dependants	Unpaid
s	Speed Awareness Course	Unpaid
4. Professional Leave		
a	Work outside the auspices of the Authority	5 days paid, 5 days unpaid
b	Participation in work of recognised exam boards	12 days paid, 6 days unpaid
c	Attendance at interview, degree ceremony or undertaking an examination in connection with their course of study	1-2 days
d	In-service training where course is financed from school budget	Duration of course
e	Private study leave for course funded by the school but undertaken outside of school time	Up to 20 days over duration of the course
f	School visits for the purpose of professional development	As necessary
g	OFSTED Inspections/DfE performance management work	As necessary. Paid or unpaid

Note: Separate provisions exist for Maternity Leave, Adoption Leave, Paternity Leave, Maternity Support Leave, Shared Parental leave, Parental Leave and Home Working.

Summary of leave entitlements: **Support Staff** March 2022

	CATEGORY	MAXIMUM ENTITLEMENT (PAID LEAVE UNLESS OTHERWISE STATED)
1	Contractual Leave	
a	Sick Leave	See separate Absence Management Policy
b	Maternity Leave	See separate Maternity Leave Scheme
c	Adoption Leave	See separate Adoption Leave Scheme
d	Trade Union activities/duties	See separate Facilities Time Agreement
2	Public Service 18 days in total both paid and unpaid will be granted. Excl +	
a	Parliamentary Candidates (including European Parliament)	<i>No more than 3 days paid and 1 day unpaid</i>
b	Any member of staff who acts as an official agent in a parliamentary election	<i>Up to 3 weeks unpaid</i>
c	+Employees who are members of the non-regular forces	<i>Up to two weeks leave with pay</i>
d	Election duty	<i>With pay</i>
e	Employees who are elected to serve on a Board of Visitors to Prisons, Remand Centres and Young Offender Institutes	<i>18 days no more than 12 days paid</i>
f	Magistrates/Justices of the Peace	<i>18 days no more than 12 days paid</i>
g	+Jury Service	<i>No maximum</i>
h	+Attendance at Court/Tribunal as a Witness	<i>With pay No maximum</i>
i	Employees who are elected to serve on a Governing Body of another school	<i>18 days no more than 12 days paid</i>
3.	Personal Leave	

a	Job Interviews	<i>Reasonable time off, pre-interviews discretionary</i>
b	House Moving	<i>1 day without pay</i>
c	Dependants, where it is not possible for the caring responsibility to be carried out by another carer.	<i>Up to 6 days per year with pay – only the first day of each occasion is with pay</i> <i>Further details can be found here</i>
d	Sudden Illness of parent, spouse/partner, son, daughter or dependant	
e	Funerals of immediate family or dependant	
f	To accompany a dependant who relies on the employee for the assistance to a medical appointment	
g	**Paternity leave	<i>Up to 2 weeks for qualifying employees</i>
h	**Maternity Support Leave	<i>5 days at or around the time of the birth</i>
<i>(** NB Employees entitled to both Paternity Leave and Maternity Support Leave are only entitled to 2 weeks leave in total)</i>		
h	Prospective parents (other than the expectant Mother)	<i>1 ante-natal visit and reasonable time off for scans as necessary</i>
i	Foster Care/Special Guardianship (to facilitate fostering arrangements)	<i>1 day</i>
	Foster Care/Special Guardianship of a child with Special Needs (to facilitate fostering arrangements)	<i>Two or three days</i>
j	Medical appointments which cannot reasonably be arranged outside working time. Evidence of such appointments may be requested	<i>Reasonable time off</i>
k	Fertility Treatment, GP/Hospital appointments	<i>Reasonable time off</i>
l	Elective eye surgery, plastic/cosmetic surgery should be arranged out of normal working hours	<i>Leave without pay may be granted</i>
m	Wedding of a close relative	<i>1 day without pay</i>
n	Degree ceremony/passing out parade of spouse/partner, son or daughter	<i>1-3 days</i>
o	Religious observance	<i>1-3 days unpaid</i>
p	Visit employee's family living outside the country or for religious purposes	<i>Maximum of 2 months unpaid</i>
q	Pre-adoption visits	<i>As necessary</i>
r	Speed Awareness Course	<i>Unpaid</i>
4.	Professional Leave	
a	Study leave for course funded by the school but undertaken outside of school time	<i>Up to 6 days with pay MAY be granted over duration of the course</i>

Note: Separate provisions exist for Maternity Leave, Adoption Leave, Paternity Leave, Maternity Support Leave, Shared Parental leave, Parental Leave and Home Working.