



Sickness absence reporting and pay

The following procedures for notifying absences must be strictly adhered to. Failure to comply with the procedure may result in delays or even non-payment of sickness absences. Any employee who abuses the system may also be subject to disciplinary action.

There is nothing in these procedures that prevents an employee from seeing their GP at any time including absences of less than one week.

An employee who is absent due to sickness must:

First day of absence

If you are sick you must notify your school or service as soon as possible, stating briefly the reason for the absence and, where possible, giving an indication of the likely duration of the illness. Upon return to duty after absences of less than 4 days you must report personally to your supervisor.

Fourth day

If you are unable to return to work on the fourth day you must inform your supervisor of your continuing ill health as soon as possible

If you are sick between 4 and 7 days (including Saturday and Sunday) upon return to duty you must report personally to your supervisor and sign the pink sickness certification in his/her presence.

Continuing sickness

If the absence continues beyond one week, you must visit your doctor immediately and submit a doctor's certificate to your head teacher / head of service who will then send this to HR/Payroll Services, Finance Department, clearly indicating your place of employment and job title. You must also submit a doctor's certificate for continuing absences.

A final medical certificate must be submitted before returning to duty.

Upon return to duty you must report personally to your supervisor and sign the pink sickness certification his/her presence.

If the absence from duty is due to an injury sustained while working, your supervisor must be informed to ensure the necessary accident forms are completed.

If you are employed during term time only, you should report any sickness during school closures to HR/Payroll Services.

If you are not clear as to the procedure to be followed regarding submission of certificates, you should consult your supervisor. Nothing in the foregoing will restrict chief officers/head teachers from requesting further information, in writing if necessary, on the reasons for sickness absences.

Qualifying days

The council has adopted a scheme of having 6 qualifying days in respect of Statutory Sick Pay and these are Monday to Saturday inclusive.

Sickness allowance

The sickness allowance, which does not indicate the amount of absence to which you are entitled, is based on length of service as follows:-

During 1st year of service	-	1 month's full pay and (after completing 4 months' service) 2 months' half pay.
During 2nd year of service	-	2 months' full pay and 2 months' half pay
During 3rd year of service	-	4 months' full pay and 4 months' half pay
During 4th & 5th year of service	-	5 months' full pay and 5 months' half pay
After 5 years service	-	6 months' full pay and 6 months' half pay