



The Athelstan Trust

Sickness Policy

Sickness policy

- 1 **Sick pay:** Subject to the provisions of this policy and provided you comply with the notification requirements, if you are unable to work because you are ill you will be entitled to receive sick pay in accordance with your contract of employment.
- 2 **Notification:** Should you be absent on account of illness, injury or other disability you must call the staff absence line as soon as possible and by no later than 7:00 am on the first day of absence giving the reason for your absence and its likely duration. Thereafter you are required to keep the Academy regularly updated.
- 3 **Self-certification:** You shall, if absent for seven calendar days or less, immediately on returning to work complete a self-certification form covering each day of absence.
- 4 **Medical certificate:** You shall, if absent for more than seven calendar days, provide the Academy with a medical certificate from your general practitioner on the eighth day of absence stating the reasons for absence and whether you may be fit for work with certain adjustments, or that you are not fit for work. Your general practitioner will need to provide a medical certificate to cover any subsequent periods of absence.
- 5 **May be fit for work:** If your general practitioner provides a medical certificate indicating that you may be fit for work with adjustments, the Academy will meet with you to discuss the contents of the certificate. The Academy will consider what adaptations or adjustments it may reasonably make to facilitate your return to work. In the event that Academy cannot reasonably make the recommended adjustments or adaptations, then you will be deemed to be not fit for work and will be paid in accordance with your sick pay entitlement.
- 6 **Referrals:** The Academy may at any stage be entitled to require you to undergo examinations by a medical adviser to be appointed or approved by the Academy.
- 7 **Occupational Health: If you are referred for an Occupational Health assessment, the Academy will meet with you to discuss the contents of any Occupational Health report or return to work plan provided following your assessment.**
- 8 **Reduced hours:** In the event that a phased return or reduced hours is agreed in accordance with the paragraph above you will be entitled to pay on a pro-rata basis only. Any sick pay for days which are not worked is entirely at the Academy's discretion.
- 9 **Conduct whilst away from work:** If you are absent from work you will be expected to behave in a manner appropriate to your illness or disability. You will not be entitled to undertake any other form of paid employment or participate in any activity (of a sporting nature or otherwise) that could have an adverse effect on the speed and success of your recovery. The Academy reserves the right to make contact with you during any period of absence.
- 10 **Infectious diseases:** If you reside in a house in which another person is suffering from an infectious disease, you shall notify the Academy at once and take such precautions as may be prescribed. You may be asked not to attend work where there is a risk that this could spread the infection.
- 11 **Suspension of sick pay:** If the Academy believes after an appropriate investigation that the reason for your absence is due to your misconduct or you have not observed the provisions of this policy or you have slowed your recovery by your behaviour, you may no longer be entitled to sick pay.



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- 12 **Injury caused by others:** If you are unable to work because of an accident or other action caused by another person, any compensation you receive from that person or their insurers relating to earnings for which the Academy or Trust has already paid you as sick pay shall be repaid by you to the Academy or Trust as appropriate.
- 13 **Sickness whilst on annual leave:** If you are ill or injured during a period of pre-arranged holiday you may be able to treat the days of incapacity as sickness absence instead of annual leave. This is subject to complying with the notification requirements at paragraph 12 below. Any claim to reschedule your sickness affected holiday will be limited to your statutory annual leave entitlement only. For these purposes any paid holiday that you have taken during the relevant holiday year will be deemed first to count towards your statutory annual leave entitlement of 5.6 weeks.
- 14 **Notification requirements for sickness whilst on annual leave:** Should you be ill or injured during a period of pre-arranged holiday you must advise the Headteacher as soon as possible and by no later than 7:00 am on the first day of absence giving the reason for your absence and its likely duration as under paragraph 2 of this policy. This must be done at your own expense irrespective of whether you are in the UK or abroad. Thereafter you are required to keep the Academy regularly updated. You will not receive sick pay unless you are able to provide a medical certificate, or other evidence acceptable to the Academy of incapacity, at your own expense for the full period of incapacity. It is expected that such evidence would normally be a medical certificate from the country where you are on holiday at the time of the illness or injury.