

## What to do when you are sick

### 1. Introduction

This leaflet outlines the procedure that employees must follow when they are absent from work because of sickness and/or injury.

### 2. Your responsibilities

You should ensure that you have read this leaflet very carefully and that you are clear about what you are required to do should you be prevented from working because of sickness and/or injury. The procedure for the reporting of sickness absence will usually be covered as part of your induction programme but if you do not understand any part of the procedure, have any questions in relation to it, or are unsure about what to do, it is your responsibility to contact your headteacher or personnel manager and ask them to clarify it for you.

#### 2.1 On your first day of absence

- If you are unable to attend work due to sickness or injury, or for some other reason, you must personally inform your line manager on the first day of absence by the 7.30am or the time you would normally start work whichever is the earlier, unless you have been notified of alternative arrangements, or timescales, for the reporting of sickness absence.
- You should inform the headteacher or your line manager of the nature of your sickness and the approximate number of days you expect to be absent. You should also ensure your manager is briefed on your work commitments in order that appropriate arrangements can be made.
- Teaching staff should also contact the member of staff in charge of cover by telephone 01372 468068 ext 246 or email [cover@esherhigh.surrey.sch.uk](mailto:cover@esherhigh.surrey.sch.uk) as early as possible and by 7.45am at the latest
- If you are unable to speak to your line manager directly you must leave a message for them together with a contact number in order that they may get in touch with you, if they want to, when they are free to do so.
- If you need to be absent for longer than you originally anticipated then you should continue to regularly update your line manager in the same way as described above.
- If you become sick during the working day and need to leave work before your normal finishing time, you must ensure that your line manager **and** a member of the leadership team or the personnel manager are notified.

#### 2.2 Absences over one week

- If you are absent from work for more than one calendar week, you must make the necessary arrangements to obtain a medical certificate from your doctor to cover you from the eighth calendar day (usually the sixth working day) of your absence.
- You must submit your doctor's certificate to the personnel department as soon as possible after you receive it.
- You must continue submitting doctor's certificates as often as necessary in order to authorise your absence from work and for you to continue receiving sick pay. It is your responsibility to ensure that you obtain consecutive medical certificates to cover your absence from work and to ensure that they are submitted to the personnel department on time.
- A failure to either obtain, or submit, medical certificates regularly and on time may result in your absence being treated as unauthorised, resulting in loss of pay and/or disciplinary action.

## **2.3 Return to work after absence**

- Once you have a date for returning to work you should notify your line manager and personnel department of this as soon as possible in order that they can make the appropriate arrangements for your return.
- On your first day back at work, or as soon as possible thereafter, you will meet with your line manager in order to discuss your period of sickness absence. This discussion will include ensuring that you are fit to return to work, discussing whether there are any work related issues affecting your absence and updating you on what has happened at work during your absence.
- The headteacher or line manager will make a note of this discussion and you will be required to complete a self certification form.

## **3. Accidents at work**

If you have an accident at work this must be reported and the appropriate details recorded in accordance with the school's policy on Accidents at Work. (See staff handbook)

## **4. Measures to deal with absence at work**

The school regularly monitors the attendance record of all employees and has adopted a range of measures to help maximise employee attendance at work and minimise any work related causes of sickness absence. It is the school's aim always to deal fairly and consistently with all the health problems of employees and in order to achieve this the following measures are available to be used:

- referral to the school's Medical or Occupational Health Advisers;
- referral to the school's Employee Assistance Programme helpline (if available);
- requirement for private medical certificates to be produced for all periods of absence. Employees who are required to produce these will be reimbursed for the cost on production of a receipt;
- temporary or permanent redeployment;
- disciplinary procedures.

This list is not intended to be exhaustive and appropriate action will be taken depending on the individual circumstances of the case.

## **5. Confidentiality**

The school is committed to ensuring that all medical information provided about an individual will be treated with confidentiality at all times. This does not however mean that employees have a right to withhold information about their medical condition, but the school recognises some employees may be reluctant to divulge certain personal information. The school's policy and procedure for the management of sickness absence therefore allows employees some discretion over who, within reason, they may speak to about their ill health problems. If you are reluctant to speak to the headteacher or line manager about an ill health problem for reasons of confidentiality you may ask to speak to the school's personnel manager, another line manager, the school's personnel provider or a member of Occupational Health staff.

Any breach of confidentiality by any member of staff will be regarded as serious and may lead to disciplinary action.