



**RADLEY**

# **Sickness Absence Management Procedure**

**March 2024**

## Sickness Absence Management Policy

Radley College is committed to the health of its staff and has a "duty of care" in their well-being.

As an employee, you are expected to maintain good health standards and take precautions against illness and accidents.

Employees are expected to attend work as outlined in their Terms and Conditions of Employment and to comply with the following sickness absence reporting procedures. Employee absence has an impact on the service Radley College is able to provide.

### 1. REPORTING SICKNESS ABSENCE

- 1.1 If you are ill you should telephone your department during the times listed below and report your absence personally if at all possible. You should state the nature of your illness and when you expect to be able to return to work.

Department	Time	Speak to:	Phone Nos:
Catering	6.30am – 7.30am	Duty Manager Senior Duty Chef	01235 543114 01235 548583
Grounds & Gardens	7.30am – 8.15am	Adam King Mike Ginger	07778 569158 07599 730140
Housekeeping/Laundry	7.30am – 8.00am	Housekeeping Management Team	01235 543109
Maintenance	8.00am – 8.30am	Chris Radbone Anne Blagrove	07595 202609 01235 543124
Sports Centre	8.30am – 9.30am	Kerri Perrett / Duty Manager	07715 994656 01235 543111
All other departments	8.30am – 9.30am	Relevant Head of Department ('HoD')	

- 1.2 If you are unsure of when you will return to work, you should telephone your Head of Department ("HoD") on a daily basis and keep them informed.
- 1.3 If you are on annual leave when you become unwell, in most instances this will remain as annual leave and should not be recorded as sickness absence. Please consult HR for guidance should this situation arise.

## **2. PROCEDURES & PAPERWORK**

- 2.1 On your return to work, you must complete a Self Certification Form. This should be authorised by your HoD at a return to work meeting (see Paragraph 3) and passed to the HR Department within five working days.
- 2.2 For periods of absence of eight calendar days or more (including weekends), a medical certificate ("fit note") will be required from your GP/consultant to cover the period of absence. This should be forwarded to your HoD marked 'Addressee Only'. Any subsequent medical certificates must be submitted as soon as possible after the date the previous certificate runs out.

## **3. RETURN TO WORK MEETING**

Every member of staff who is absent due to illness should have a return to work meeting with their HoD within five days of their return to work. This is for absences of one working day or more. If there is a sensitive reason for the absence and you do not wish to discuss this with your HoD, you can request that a member of the HR Department conducts the return to work meeting. If your doctor has provided a fit note advising that you may be fit for work given certain criteria (altered hours, etc), we will discuss this with you before your return to work and agree on any alterations that can be made if applicable.

## **4. LONG-TERM ABSENCE**

Long term absence is defined as continuous absence of more than four weeks.

- 4.1 As a guide, and providing it is appropriate, a home visit may be arranged to see you after six weeks of illness, the aim being to see how you are convalescing and to keep communication channels open. Home visits will usually be carried out by the Senior HR Officer or your HoD, or both, depending on which is most appropriate.
- 4.2 Thereafter, using discretion, it would be reasonable to make another visit after four weeks and monthly thereafter should absence continue. If the absence lasts for six weeks and/or there is no expectation of an imminent return, HR may decide to seek a medical report or independent medical assessment, usually through the College's Occupational Health Nurse.

## **5. SICK PAY**

Guidelines to College Sick Pay are set out in your Contract of Employment.

## **6. ROUTINE DENTAL & OTHER MEDICAL APPOINTMENTS**

All non-urgent dental and medical appointments should be arranged outside of your normal working hours if at all possible to minimise disruption to the normal working day. If this is not possible and you need to request time off work for an appointment, then you must inform your HoD in advance and try to arrange the appointment at the beginning or end of your normal working hours. If requested to do so, you should let your HoD have a copy of your appointment card.