



Community Services: Education

Argyll House
Alexandra Parade
Dunoon PA23 8AJ

To: Heads of all Educational Establishments

Dear Colleague

Sickness absence: notification and certification

When absent due to sickness or injury a teacher will normally receive two categories of payment.

- 1 Subject to satisfying the conditions, a teacher will receive either statutory sick pay (SSP) from the authority in accordance with the Social Security Contributions and Benefits Act 1992 (as amended) or national insurance sickness benefit from the DWP in accordance with the Social Security Act 1975.
- 2 Again subject to satisfying certain conditions a teacher will receive a sickness allowance from the authority in accordance with the provision of the authority's sickness allowance.

SSP is payable in respect of all days of sickness (including Saturdays, Sundays and public holidays) which are also qualifying days.

Qualifying days for entitlement to statutory sick pay for teachers to whom this scheme applies are:

- i for permanent teachers: all 7 days, Sunday to Saturday, in each calendar week;
- ii for all other teachers: the days in the week on which the teacher was actually contracted to work.

Full details of the authority's scheme are set out in sections 13.2 and 13.3 of the Scheme of salaries and conditions of service for teaching staff in school education.

A teacher must fulfil all of the requirements set out below to be entitled to the authority's sickness allowance.

Where a teacher is prevented by sickness from reporting for duty contact must be made with the school/administration base as soon as practicable. Where this absence continues to a fourth day the school/administration base should again be notified and an indication given as to whether the absence is likely to continue beyond a seventh day. Where it is anticipated that the absence will continue beyond the seventh day a self certification form shall be sent to the teacher for completion and return to the school/administration base. In the case of absences of 4 to 7 days of sickness the teacher will complete the self certification form on return to work.

For absences of over 7 days sickness a doctor's statement is required to cover the period beyond the first 7 days together with a self certification form to cover this first period.

In cases of absence through sickness of more than 7 days the teacher may be required to produce further evidence of continued incapacity or submit to a medical examination by a medical officer appointed by the authority.

Head teachers/campus principals should ensure that the absence is recorded on the Click and Go system.

- 3 Return to work meetings are an important part of attendance management. They show that the Council cares about its employees, and that absence will not be ignored. Return to work meetings should be undertaken when an employee returns to work from an illness/injury, whether it has been for one day only, or several months duration, although the nature of the meeting/discussions will vary to reflect the difference.

Please ensure that all members of the teaching staff are aware of these procedures.

Yours sincerely

Executive Director of Community Services

March 2010

Argyll and Bute Council: Community Services: Education

Sickness report

When absent notify supervisor immediately giving reasons for absence and likely duration of absence.

Part 1 Complete on return and obtain supervisor's signature

[Please use BLOCK CAPITALS]

Note For absence of 7 calendar days or less, only this form requires to be submitted; where the absence continues beyond 7 calendar days, this form requires to be submitted together with a national insurance doctor's statement (Med/3).

Employment

Department _____

Location _____

Pay/employee number _____

Employee

Surname _____

First name(s) _____

Home address _____

National insurance number _____

Period of sickness

First day of sickness (day and date) _____

Last day of sickness* (day and date) _____

* Leave blank if absence is continuing beyond 7 calendar days and this form is submitted with doctor's statement (Med/3).

PTO

Give details of the reason for your absence - "illness", "unwell", "sick" or "pregnant" are not sufficient.

If injured at work, give date and details of the accident, including the date of entry in accident book or register.

If you have visited your doctor or a hospital during your absence, please state:

Date

Doctor's name

Address

Advice

Note Direct contact between Argyll and Bute Council and your doctor can only take place after consultation with you.

Declaration

I declare that the above statement is true and accurate to the best of my knowledge. I understand that to give false or misleading information can result in disciplinary action which may amount to dismissal.

Signature

Date

Now pass this to your supervisor for her/his signature

I declare that I have discussed the above with the employee.

Supervisor's signature

Date

Previous sickness report date (day, month and year)

From

To

Part 2 When completed return to:

Community Services HR, Argyll and Bute Council, Argyll House, Alexandra Parade,
Dunoon, PA23 8AJ

Do not send this certificate or doctor's line to the DWP