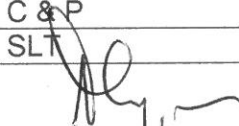




BEIS YAAKOV JEWISH HIGH SCHOOL ACADEMY

STAFF ABSENCE POLICY

Date of approval	June 2018
Date of next review	June 2020
Term of review	2 years
Committee Responsible	C & P
Prepared By	SLT
Signed and dated by Chair of Committee	

Changes Made	Date

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1. Introduction

This policy deals with staff absence, and recognises that there may be occasions when it is appropriate to consider an employee's overall attendance in conjunction with other aspects of absence, such as special leave and unpaid leave. Whilst some degree of illness is inevitable, it is important that efforts are made to manage the health and wellbeing of all staff.

Employee absence will be considered in a holistic way taking into account all absences and appropriate action will be taken when absence becomes a cause for concern. There will also be occasions when an employee's absence record needs to be considered, taking account of the overall impact of the absences upon both service delivery and their colleagues. Communication with the employee is essential and employees must also ensure that they communicate with managers throughout any absence to assist in the effective management of service delivery.

Certain sickness absences must be handled particularly carefully and sensitively according to individual circumstances.

Beis Yaakov Jewish High School Academy recognises that the success of the Academy depends on the contribution of all staff and considers that a fair, consistent and effective policy on Leave of Absence, affecting discretionary absence, contributes to the maintenance of staff morale and thereby to the success of the School. The emphasis must be on both the needs of the School and health and wellbeing of the employee.

Absence from duty by staff may occur for a wide variety of reasons. The Governing Board has responsibility for establishing the School's Leave of Absence Policy, for ensuring that it is followed, and for monitoring staff absence rates. This policy lists categories of absence which are applied on a discretionary basis, both paid and unpaid. This list is not exhaustive and where circumstances arise, which are not identified in this policy, the Senior Leadership Team (SLT) has the authority to make the decision on whether or not leave is granted, and whether it is with or without pay. These discretionary absences apply to all teaching and support staff. This aspect of policy is non-contractual and can be amended at any time.

Employees also have certain entitlements to leave of absence in particular circumstances, under statutory entitlements and/or their conditions of service, according to the "Burgundy Book" or the "Green Book" conditions, as appropriate.

All employee absences will be noted on individual employee records and these records will be analysed according to the reason for the absence stated, to investigate trends in absenteeism. Regular reports will be given to the Senior Leadership Team (SLT) on any concerns regarding particular employees and to analyse any patterns within the statistics. Employees are reminded that all absences may be referred to during any future employment discussions, such as appraisal reviews.

2. Employee/management support

Return to work meeting

When staff members return from an unplanned absence, they will be invited to a return to work meeting with a member of the SLT on their first day back. This meeting is part of the normal management of staff.

Occupational Health

The Academy reserves the right to refer particular members of staff who are absent for ten days or more in any twelve month period or whose sickness record gives cause for concern, for an Occupational Health consultation by the LEA. This is intended to be a positive process where, if appropriate, employees will be assisted in remaining in work and information provided to managers on the likelihood of further absences or a potential date of return to work, and the steps necessary to facilitate a return to work including reasonable adjustments, in accordance with the Equality Act 2010.

3. Procedures for the Management of *Unplanned Absence*

You must notify the Academy by contacting the Absence Line on your first day of absence as soon as reasonably practicable and, if possible, not later than 8.30 a.m. For any unplanned absences, a UA1 form (Appendix 4) must be completed on the first day of return to work – and this form must be signed off by a member of the SLT. Where the unplanned absence has taken place as a result of one's own illness, a UA2 form, (Appendix 5), which is a self-certification form, must also be completed and submitted. "Fit notes" are required for sickness absences lasting more than seven calendar days and at regular intervals after that, if you remain off sick. In cases where the first medical certificate covers a period exceeding fourteen days or where more than one medical certificate is necessary, the employee must obtain a final medical certificate certifying fitness for work. A return to work interview will be arranged at a mutually convenient time (see section above).

Employees, who are absent during school closure periods, must continue to submit medical certificates. In the event that an employee becomes fit during a school closure period, then the employee must obtain a final medical certificate certifying fitness for work.

Sick pay will be calculated in accordance with the provisions relevant to that group of staff. The sick leave year runs from April 1st to March 31st.

4. Procedures for the Management of *Discretionary Leave of Absence*

For planned leave, authorisation to take leave of absence must be requested by all staff, by completing a PA1 form, (Appendix 2), **four** weeks prior to the requested period of absence, and submitting it to the Office Manager. Evidence of reasons for absence

e.g. appointments should be submitted with the form. Administrative staff does not need to submit a Cover Arrangements Form PA2, (Appendix 3), but all other staff must submit the relevant forms (Appendix 2 and Appendix 3). Permission to be absent at the requested time should only be considered as confirmed, when authorisation is received from the SLT by email.

If this leave is not applied for, as stated, four weeks prior to the requested period of absence, the SLT retains the right to refuse to grant the request, if suitable arrangements cannot be made.

5. **Monitoring arrangements**

This procedure will be reviewed every two years by a member of the SLT and will be presented to the C& P Committee.

6. **Linked Policies**

Capability Policy

Grievance Procedure

Staff Code of Conduct

Staff Disciplinary Policy

Appendix 1

TABLE OF LEAVE OF ABSENCE

The staff absence year commences on September 1st. Decisions on these issues are at the discretion of the SLT. Any appeals against decisions made will be dealt with through the BYJHS Grievance Procedure.

	<u>BYJHS policy</u>	
<u>Entitlement with pay</u>		
Examiners and Moderators for relevant examining bodies	Up to 10 days with pay in any one financial year for Chief Examiners and Chief Moderators; up to 5 days with pay for Examiners and Assistant Moderators.	
Jury Service	Leave of absence for jury service will be given. However, according to the operational needs of the Academy, the SLT may request that a postponement is sought. An employee serving as a juror is required to claim the allowance for loss of earnings to which they are entitled under the regulations currently in force. The Academy will deduct from the employee's full pay an amount equal to the allowance received for loss of earnings.	
Magistrates and members of public bodies	Subject to needs of the Academy, employees are entitled to reasonable time off in order to carry out various public body duties. For a FT employee, reasonable time off will be a maximum of 3 days or equivalent in part days per year. The Academy requires that the employee will draw up a schedule of days as far in advance as possible, in consultation with the SLT. In the event that the employee requests so much time off for public duties and activities that in the opinion of the SLT, the impact on the teaching requirements of the Academy needs to be considered, the SLT will discuss the need to reduce the amount of time off or make some alternative arrangements with the employee. In the event that the matter is not resolved, it will be referred to the Governors whose decision is final.	

Examination leave/revision leave	<p>Maximum of 5 days' leave with pay – normally half a day per examination subject.</p> <p>Revision time with pay for work-related qualifications by negotiation at the discretion of the SLT.</p>	<p>Request will be considered according to the following principles:</p> <ul style="list-style-type: none"> • The cost to the Academy of the leave in terms of salary, cover arrangements and organisational disruption • The relevance of the qualification to the better performance of the post the individual holds • The individual's career development and personal circumstances
Entitlement without pay		
Witness summons	If subpoenaed, leave of absence without pay as it is necessary to discharge duty as a witness.	
Discretionary with pay		
Compassionate leave	<p>Dependant emergencies</p> <ul style="list-style-type: none"> • To provide assistance if a dependant falls ill, gives birth, is injured or assaulted • To make arrangements for the provision of care for a dependant who is ill or injured • The unexpected disruption or termination of arrangements for the care of a dependant • To deal with an unexpected incident which involves a child of the employee during school hours <p>Death or sudden serious injury or illness of close family member (spouse, civil partner, child, sibling, parent or grandparent)</p>	<p>Maximum of 1 day per term, up to 3 days in total. This does not impact on the statutory right to time off for dependants, which is unpaid.</p> <p>Day of the funeral, plus up to 5 working days' paid leave. Time required after that will be unpaid and will be at the discretion of the SLT.</p>

	Personal events, where if the response were to be delayed, would result in significant personal loss to the individual (e.g. burglary, boiler breakdown, plumbing emergency)	1 day or accumulated parts of a day. Employees must speak to the SLT or their HOF to obtain permission and must inform the Office Manager that they are leaving.
Appointments with doctor, dentist or other medical professional	GP appointments will not normally be considered except in the case of genuine unforeseen emergency. Appointments such as hospital consultant appointments which cannot be booked outside working time will be considered for both employees and their dependants	Up to 3 occasions in one year
Special family occasions	Permission to attend family occasions such as a barmitzvah, a basmitzvah, a family wedding, a bris or pidyon haben will only be granted by explicit permission of the SLT. Such days will be granted as unpaid leave , except for family occasions related to one's immediate family, which will be paid up to a maximum of five days per year at the discretion of the SLT. After that, a maximum of ten days per year, including the five paid days, will be discretionary. For the wedding of a member of the BYJHS staff , 6 paid days will be available to that member of staff at the discretion of the SLT.	
Moving house	If employees are not allowed to take annual leave during term time and where the move cannot be effected in a school closure period, 1 day's leave will be granted.	
Religious observation days	Designated days are paid.	
Impossible travel because of weather or other public crisis	Period reasonably necessary but not normally more than 3 days.	
Discretionary without pay		
Enrolment	Personal enrolment for further education or to provide assistance in settling a dependant into a new situation. E.g. in a school/residential care or with a child minder.	It is expected that adult children will be settled into higher education establishments at weekends, not during working time

Interviews for new posts	Unpaid unless the new post will be additional to current duties and of advantage to the Academy	
Graduation ceremonies	Permission may be granted to attend graduation ceremonies for self or a dependant at the discretion of the SLT although this will normally be unpaid.	

Appendix 2

PLANNED ABSENCE REQUEST - FORM PA1

Forms must be handed in **four weeks** before the requested absence.

If you will be absent for multiple weeks, please fill in a separate form for each week.

Please give the completed forms to the Office Manager.

The SLT's decision will be sent to you via e-mail.

Please complete Form PA2 – Cover Arrangements and submit these forms together.

NAME		DATE SUBMITTED	___/___/_____	
DAYS AND DATES OF PROPOSED ABSENCE				
REASON FOR ABSENCE (in detail)				
DATE OF EVENT (if applicable)		___/___/_____		
DAY	DATE	Lessons and Duties missed	FOR SLT USE ONLY	
Monday		Ⓑ Ⓡ Ⓢ ① ② ③ Ⓓ ④ ⑤ Ⓛ ⑥ ⑦ Ⓓ ⑧ ⑨	PAID	UNPAID
Tuesday		Ⓑ Ⓡ Ⓢ ① ② ③ Ⓓ ④ ⑤ Ⓛ ⑥ ⑦ Ⓓ ⑧ ⑨	PAID	UNPAID
Wednesday		Ⓑ Ⓡ Ⓢ ① ② ③ Ⓓ ④ ⑤ Ⓛ ⑥ ⑦ Ⓓ ⑧ ⑨	PAID	UNPAID
Thursday		Ⓑ Ⓡ Ⓢ ① ② ③ Ⓓ ④ ⑤ Ⓛ ⑥ ⑦ Ⓓ ⑧ ⑨	PAID	UNPAID
Friday		Ⓑ Ⓡ Ⓢ ① ② ③ Ⓛ ④ ⑤ ⑥	PAID	UNPAID
Ⓑ - Before school lesson Ⓡ - Registration Ⓢ - Shacharis Ⓛ - Lunch Duty Ⓓ - Duty				
FOR SLT USE ONLY				
AUTHORISED		DENIED		
NAME (print)				DATE
SIGNED				___/___/_____

Appendix 3

COVER ARRANGEMENTS – FORM PA2

STAFF NAME: _____ Phone number when away: _____

DAY		DATE		Lessons and Duties missed																
				B	R	S	①	②	③	D	④	⑤	L	⑥	⑦	D	⑧	⑨	⑦	⑧
Lesson	Class	Room	Subject	Who is covering	Outline of the material set															
Duty																				
Shacharis																				
1																				
2																				
3																				
Duty																				
4																				
5																				
Lunch																				
6																				
7																				
Duty																				
8																				
9																				

1. Consult with SLT to determine who to approach first for cover.
2. Once cover has been agreed, your HOF must approve arrangements.
3. Cover materials must be submitted to the cover teacher, your HOF and the Cover Material shelf in the office a **minimum of 1 week before your absence.**

HOF Name _____ HOF Signature _____ Date _____

Appendix 4

UNPLANNED ABSENCE - FORM UA1

Please fill out this form when you return from unplanned leave.
You must receive a signature from a member of the SLT before giving this form to Mrs Bor.

EMPLOYEE DETAILS

Name: _____

LENGTH OF ABSENCE

First day of absence: _____

Date of return to work: _____

REASON FOR ABSENCE

Please state: _____

DECLARATION

I declare that I was unable to be in School for my lessons/hours. I understand that making a false statement may result in disciplinary action being taken. I accept that my pay may be altered according to School policies and procedures.

Signature: _____

Date: _____

SLT signature: _____

Appendix 5 UNPLANNED ABSENCE - EMPLOYEE SELF CERTIFICATION - FORM UA2

This form must be completed by all Members of Staff for absences up to and including seven days, after which a doctor’s medical certificate (a fit note) will be required.

<p>1. Confidentiality Sickness absence information is held electronically and will be processed in accordance with the Data Protection Act 1998. The information you provide will be used to record your absences and calculate your entitlement to sick pay.</p>
<p>2. Employee Details Name</p> <p>Job Title</p>
<p>3. Length of Absence First day of sicknessdaydate.....monthyear. Last day of sicknessdaydate.....monthyear. Date of return to work.....daydate.....monthyear.</p>
<p>4. Reasons for Absence (please be specific e.g. stress, influenza, arthritis etc. It is not acceptable to write a general remark e.g. sick or unwell)</p> <p>Did you receive medical treatment during your absence? YES/NO</p> <p>If so, please state where and when:</p> <p>Was this as a result of an accident /injury at work? YES/NO</p>

Declaration

I declare that I have not worked during the period of sickness and that the above statement is true and accurate to the best of my knowledge. I understand that making a false statement may result in disciplinary action being taken and sick pay being terminated.

Employee’s Signature**Date**

SLT Signature**Date**