

Staff Absence & Leave Policy

Date:	Autumn 2014	Review Date:	Autumn 2015
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We recognise that during the course of employment school personnel may be absent through ill health, maternity or through leave of absence which will have a negative effect on teaching programmes, pupils' learning and other aspects of school life. Therefore, we aim to manage the attendance of all school personnel so that any disruption to the education of our pupils or the effective running of this school is reduced.

We acknowledge the guidance given by the LT but we believe we have a duty to treat all absences individually and sensitively as we recognise and value the contribution of all school personnel to the education of the children in this school.

Aims

- To have in place agreed and recognised procedures for staff absence and leave.

Procedure

Role of the Governing Body	<ul style="list-style-type: none">• The GB has:<ul style="list-style-type: none">▪ delegated to the Headteacher the responsibility of the day to day management and monitoring of absence through ill health;▪ delegated to the Headteacher to approve leave of absence requests for up to one day;▪ delegated powers and responsibilities to the Resources Committee to oversee school personnel absence and leave
Role of the Headteacher	<ul style="list-style-type: none">• The Headteacher will:<ul style="list-style-type: none">▪ manage and monitor absence and leave;▪ look for repeating patterns of absence;▪ deal with all concerns of staff absence;▪ set and agree targets for improvement;▪ seek advice from the LT;▪ refer highlighted concerns to the LT's occupational health adviser;

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ILL Health Absence	<ul style="list-style-type: none">• Short term absence:<ul style="list-style-type: none">▪ All school personnel when absence through ill health must contact their line manager and give reasons for their absence.▪ On each day of their absence the absentee must contact their line manager and give some indication of their return to work.▪ A back to work interview will be undertaken by the line manager with the appropriate documentation being completed and put on file.• Long term absence:<ul style="list-style-type: none">▪ Up to seven days absence a self certification is required from the absentee.▪ After seven consecutive days a doctor's medical certificate is required.▪ Throughout the period of absence the line manager must keep in contact with the absentee.▪ After a lengthy illness and depending on the circumstances a staggered return to work might be advisable.
Leave of Absence	<ul style="list-style-type: none">• All requests for leave of absence must be made in writing to the Headteacher stating:<ul style="list-style-type: none">- the reason- the length of time- the date or dates when it is requested• The following will be considered when dealing with a leave of absence request:<ul style="list-style-type: none">- the reason- the length of time- previous requests- the amount of disruption it will cause to the running of the school- national and local terms and conditions of employment• A decision for leave of absence for up to one day will be made by the Headteacher. Longer periods of time will be discussed by the Headteacher in consultation with the Chair of the Personnel Committee.• All requests will be considered individually and in a fair, reasonable and consistent manner.

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	<ul style="list-style-type: none">• A written explanation will be given for any request that is refused.• All school personnel who have a request turned down have the right of appeal to the appeals panel of the GB.• For a full list of reasons for leave with pay and without pay refer to the “Burgundy Book”.
Monitoring the Effectiveness of the Policy	<ul style="list-style-type: none">• Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.

Headteacher:		Date:	
Chair of Governing Body:		Date:	