



It is the responsibility of all employees to contact the school when absent due to illness, injury or any other reason that prevents you from attending school.

Please note: Should the following guidelines not be adhered to, absences could be classed as unauthorised rather than sickness/authorised and could be unpaid.

First day of absence

If you cannot attend work because of illness, injury or other reasons that prevent your attendance you must personally notify Human Resources, by leaving a message on the direct line (01642 855327), as soon as possible but no later than **7:30am**. The reason for absence should be given and how long you think this will last.

Absent staff (Support or Teaching) should contact their Faculty Leader or Line Manager so that appropriate oversight of the absence is in place and to ensure work and registers can be organised for classes which require cover. Cover work should be submitted to your Faculty Leader if absence is not sickness related.

You should make contact with Human Resources each day for the first five days of absence unless you agree something different on the first day you ring in.

Fifth Day

If you are still absent from work on the fifth day, you must again personally notify Human Resources that you are still unwell and how long you think this will last.

EIGHTH Day

If you have been absent for more than seven calendar days, you must obtain a Statement of Fitness for Work (Fit Note) signed by your doctor as soon as possible and send this and any further medical statements to Human Resources. Please note, this **must** be received by the eighth calendar day.

Returning to Work

As soon as you know that you are going to be able to return to work, you should inform Human Resources which day you will be coming back.

For all absences of less than seven calendar days, a self-certification form (available from Human Resources) should be completed and returned to Human Resources.

Return to work meetings will take place with your line manager for all sickness related absences, on your first day of return to work (timetables permitting), or at the earliest opportunity, unless prior arrangement has been made for Human Resources or Senior Leadership Team to complete.

Any temporary adjustments advised by your doctor will be taken into consideration to support your return to work.

Email Address:
humanresources@acklamgrange.org.uk