

Sickness Absence – Notification Procedure

Teaching Staff

- Stage 1 A teacher or an employee on teachers' conditions who is unable to report for work must notify the head of establishment as soon as reasonably practicable. If at all possible, this should include the reason for and the likely duration of the absence. In circumstances where the teacher/employee is unable to make personal contact with the head of establishment, a relative or friend should be asked to make the necessary contact.
- Stage 2 Teaching staff who are absent from work for 4 to 7 calendar days must complete a self certification form on return to work. For all other employees a self certification form must be completed for 7 days or less.
- Stage 3 Where an absence continues to a fourth day, the teacher/employee or some other person acting on his or her behalf, should contact the establishment and indicate whether the period of absence is likely to continue beyond 7 calendar days. Where it is anticipated that the absence will continue beyond the seventh day, a self certification form should be sent to the employee for completion in respect of the first 7 days.
- Stage 4 Where the absence extends beyond 7 calendar days, the employee must submit:
- (a) A doctor's fit for work note to cover the period after the seventh day, together with a self certification form to cover the first seven days of absence.
 - (b) The doctor may report that the teacher may be fit for work. If this is reported, the teacher and manager must discuss the possibility of a return to work adaptation.
- Stage 5 All further extensions to the same absence must be covered by a doctor's statement. These must be submitted concurrently, as failure to do so will affect sick pay entitlement and may also be deemed as deliberate misconduct.