

# Management Circular 73

Supporting Attendance  
Holyrood R.C. Secondary  
17th February 2016

# MC 73

## **Teachers' Responsibilities**

- Must notify the appropriate manager as soon as possible on the first day of absence.
- Only in exceptional circumstances can someone else act on his / her behalf
- Should advise the nature of ill health and if possible indicate the date of return to work.
- If absence continues to a 4th day further notification should be made to the relevant manager.
- Further contact will take place on the 7th day of absence and weekly thereafter

# MC 73

## **Teachers' Responsibilities**

- For absences up to to 7 days teacher will complete Return to Work form. This is self certification.
- Beyond 7 days the teacher will submit a statement of fitness for work to cover absence beyond the 7 days.
- In addition a Return to Work form should be completed for all sickness absences regardless of length.
- Where a teacher fails to comply with notification and certification requirements , the sickness allowance will cease for that day.



# M 73

## **Management Responsibilities**

- HT and management teams must ensure that teachers are aware of their responsibilities and ensure they meet them.
- All sickness / absence interviews must be recorded using the appropriate documentation
- Senior managers must be aware of the types of support and policies which can assist teachers : Workplace Options, OHS, LNCT Circular 13a : Bullying and Harrassment Policy, LNCT 22 : Worklife Balance and Flexible Working, H and S Advice ( Stress Risk Assessments), Disabled Persons Policy
- Phased return to work, altered hours, amended duties or workplace adaptations

# MC 73

## **Early Intervention**

- Stress related absence – work related or personal

## **Formal Meetings**

- Long term sickness meetings (20 days or more). Face to face meeting is required. Can take place in the workplace or teacher's home.
- Teacher can be accompanied by a TU rep or any person of their choice
- Manager can assess progress, offer support and advise how the absence will be managed.
- Throughout the duration of the absence it will be essential to consult every 4 – 6 weeks on a personal basis with the teacher and consider the teacher's personal opinion on his or her condition.
- OHS referral will be made



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## **Return to Work Process**

- After every absence the manager will meet with the teacher to counter sign the self certificate. This will be retained in the teacher's personal record.

## **Formal Interviews - Triggers**

- 3 certified absences within 6 months or 5 within 12
- 6 working days within 6 months or 8 within 12 months
- Any period of unauthorised absence
- Where a referral has been made to OHS a further interview will be arranged to discuss the report.
- Teachers will always be advised of their right to be accompanied to all formal meetings throughout the absence management process