

Perth & Kinross

Local Agreements : Sickness Absence Management

[Dec 2000]

PERTH AND KINROSS COUNCIL
EDUCATION AND CHILDREN'S SERVICES
JOINT CONSULTATIVE COMMITTEE (TEACHERS) - 11 DECEMBER 2000
REPORT BY THE DIRECTOR OF EDUCATION AND CHILDREN'S
SERVICES

SICKNESS ABSENCE MANAGEMENT - PROTOCOL FOR TEACHERS

Background

At the recent Teachers JCC it was agreed that the Service seek to draw together a protocol about aspects of sickness absence management. These issues were to be seen in the context of the Managers Guide related to sickness absence management which is the basis of the course currently targeted at Head Teachers and suitably adjusted to incorporate aspects of the Teachers Terms and Conditions of Service,

Sickness Absence Management - Protocol

- Any meeting with the teacher which the Council requests during a period of sickness, leave will take place with the express consent of the individual concerned and staff may be given the choice of venue e.g. school, Council premises or home- It is expected that staff will co-operate with such arrangements.
- o Head Teachers will seek to avoid and subject staff to unreasonable contact at home whilst unwell, but should seek to maintain reasonable contact with a sick colleague.
- o Staff must be fully fit to return to work and, where necessary to have been certified as such by their GP before returning.

- The standard return to work contact will normally be conducted by a senior member of staff. Given the workload implications most will be informal and effectively are achieving "checking back to work".

A more formal return to work interview will take place only after an identified pattern of absence as outlined in the Managers Guide. Such interviews are to be conducted with sensitivity. Staff returning after long-term absence will be referred to the Council Medical Adviser. When discussing return to work in certain cases the Council's Medical Adviser may propose a phased return to work. Such cases will be discussed by the Head Teacher with the Head of Service. The Head of Service will seek to balance the need to maintain a normal working environment for young people in schools against the needs of the member of staff. The Head of Service will seek to ensure consistency across the Service-

Where a phased return to work is contemplated following medical advice it will be planned to be completed in 4 weeks at the maximum. It is expected that staff would start any such phased return from half a week and to extend this time to full-time by the end of week 4. In such cases accrued special leave to which the staff are entitled will be offset against the days absent in this period.

Where medical advice is that return to work may require a longer period to a full recovery, options such as temporary job sharing, temporary part time employment, temporary stepping down from promoted posts etc. may be considered by the Head Teacher and the Head of Service in conjunction with the teacher as providing support for the returning teacher.

Referrals to the Council Medical Adviser will be via the Education and Children's Service Human Resources section.

Contact: C Kiddie
5 October 2000