



# **LEAVE OF ABSENCE FOR ALL SCHOOL STAFF (ADOPTED FROM CBC)**

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#### 4. **LEAVE OF ABSENCE FOR ALL SCHOOL STAFF**

##### 4.1 ***Introduction***

- 4.1.1 It is recognised that there are occasions which mean that you will require time off from work and the following guidelines outline the policies and principles that operate within the Authority and that are recommended to governing bodies to adopt within schools.
- 4.1.2 All employees, regardless of length of service and hours worked, have the right to take reasonable time off to deal with unexpected problems. The purpose of these guidelines is to promote a consistent and reasonable approach throughout schools and the Authority.
- 4.1.3 These guidelines apply to both teachers and school support staff, unless indicated otherwise.
- 4.1.4 The guidelines are by no means exhaustive and careful consideration will need to be given to respond fairly and sympathetically to each request, whilst recognising individual circumstances and any cultural differences which may exist. The demands of the service and employee availability need to be balanced against employee rights and requests. The need for reasonableness in the management and request for leave and other time off is a fundamental principle.
- 4.1.5 It is vital that accurate records are kept for each instance of time off, for reference purposes and consistency of approach. The records should be kept on employees' personal files.
- 4.1.6 Any time taken off under the terms of these guidelines must be used for the purpose specified only. Failure to comply will be dealt with under the Disciplinary Procedure and may result in disciplinary action, up to and including dismissal.
- 4.1.7 Employees will be afforded equality of opportunity in respect of these guidelines, irrespective of their protected characteristics in accordance with the Equality Act 2010.
- 4.1.8 Arrangements for absence because of personal illness, injury or other disability, and payment during that period of absence are covered, in the case of teachers by the Conditions of Service for School Teachers in England and Wales, and in the case of school support staff, by the NJC Conditions of Service for Local Government Services.
- 4.1.9 Arrangements for maternity, adoption, and other family related leave and payment during absence are covered by statute and the Conditions of Service for School Teachers in England and Wales and in the case of support staff, by the NJC Conditions of Service for Local Government Services. Details of these arrangements for staff can be found in the Maternity, Paternity & Family related leave policy.

## 4.2 **Annual Leave**

- School support staff who are employed throughout the year are entitled to annual leave as tabled below (pro rata for part-time staff).
- School support staff employed term time only, are required to take their holidays during school closures, and although they do not have an annual leave entitlement, they receive a payment included in their salary for holiday pay based on the pro rata for part-time staff calculation.
- Annual leave entitlement does not apply to teaching staff as they are required to take their holidays during school closures and have their working time defined under the School Teacher's Pay and Conditions Document.

4.2.1 Annual leave entitlement is based upon length of service. Details are as follows:-

Up to 5 years' continuous service	24 days
Completion of 5 years' continuous service	29 days
Completion of 10 years' continuous service	31 days

Employees will receive the additional days' leave (on a pro-rata basis) in the leave year in which the 5 or 10 anniversary of appointment falls.

4.2.2 The annual leave year runs from 1 April to 31 March. Annual leave must be approved by line management and can only be taken at times convenient to the service, as it is not possible for everyone to take leave at the same time. All annual leave should be recorded on a card provided for that purpose and should be signed by line management.

4.2.3 New entrants build up leave entitlement proportionate to the completed months of service during the leave year in which employment commences. In such circumstances, leave may be carried forward to the following year. For all other employees, leave should not be carried forward without the express permission of line managers.

4.2.4 Annual leave will be taken by mutual agreement, other than in those services where the agreement already provides that holidays are taken during particular periods.

### 4.2.5 **Part-time Employees**

Annual leave will be taken on a pro-rata basis for part-time employees.

### 4.2.6 **Ex-Manual Employees**

The annual leave entitlement for ex-manual employees is as follows:

Up to 5 years' continuous service	22 days
Completion of 5 years' continuous service	27 days
Completion of 10 years' continuous service	29 days

In addition to the above, ex-manual employees are entitled to 2 extra-statutory days, to be taken at the spring and summer bank holidays.

4.2.7 **Bank and Public Holidays** – in addition to annual leave, employees are entitled to a holiday on each of the following days:

- New Year's Day
- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday
- Summer Bank Holiday
- Christmas Day
- Boxing Day

4.2.8 **Payment in lieu for annual leave not taken**

Payment in lieu will be made in the following circumstances where the employee has been unable to take their annual leave prior to leaving the authority:

- Long term sickness absence up to the date of leaving.
- The governing body requiring the employee to work up to their leaving date due to the exigencies of the service.
- A redundancy situation.
- Resignation after maternity leave. (See Maternity, Paternity & Family Related Leave Policy, Chapter 3, Section 6 in the Personnel Handbook for Schools).

The above does not extend to situations where an employee has deliberately chosen not to take the balance of annual leave to which they were entitled.

4.2.9 **Annual Leave and Sick Leave - this section is only applicable to those who are on NJC Terms and Conditions of Employment and are employed on a 52-week contract (i.e. not those on term time only contracts)**

- Employees have a right to book and take annual leave while they are on sick leave, although they must not engage in any activity that's incompatible with their illness or injury and that might worsen their condition or prolong their recovery. There is no right to be paid in lieu of holidays not taken, unless their employment terminates. Taking annual leave whilst on sick leave does not constitute a return to work and therefore does not trigger an increase in sick pay entitlement.

- If an employee has been on long term sickness absence and is unable to take their annual leave on their return to work because there are an insufficient number of weeks or months left to take it, then they will be able to carry over a proportion of their untaken **statutory** annual leave into the next leave year. The total amount of annual leave which can be carried over to a new leave year is inclusive of any agreed in section 4.2.11 of this policy. Schools will seek advice from their HR provider when determining the amount of statutory leave that can be carried over and the time in which it must be taken.
- An employee who falls sick during annual leave shall be regarded as being on sick leave from the date of the fitness for work certificate. They shall be entitled to take the balance of holiday at a later date after return to work, provided the balance of holiday is <sup>st</sup> taken before the 31<sup>st</sup> March following the absence. In the event that the holiday cannot be taken before the 31<sup>st</sup> March, employees should read the bullet point above.
- Where a public or extra-statutory day occurs during sickness leave no substitute public or extra-statutory holiday will be given.

#### 4.2.10 ***Carry-over of Annual Leave***

Employees may carry over up to 5 days' annual leave from one leave year to the next, with the prior agreement of line management.

#### 4.2.11 ***Transfer from another Authority – Continuous Service***

For the purposes of annual leave and sick pay entitlement (and for the calculation of term time only salaries), continuous service will include continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999 applies.

### 4.3 ***Compassionate Leave***

Compassionate leave is somewhat difficult to define, but would normally be applied to necessary absence from work to cover personal emergency situations or other serious personal difficulties, which arise. Compassionate leave would normally be granted to cover absences, which could not be predicted in advance.

This scheme cannot cover all eventualities, nor does it prescribe compassionate leave in a rigid way. The following guidelines and examples are therefore intended as a framework within which governing bodies may consider applications. The most important factor is to promote a consistent and fair approach whilst dealing with each application on its own merits.

#### 4.3.1 ***Death***

Paid leave of absence of up to five working days in any one year will be granted in the case of the death of an employee's:

- Spouse
- Partner
- Child

- Parent\*
- Brother/sister
- Parent/son/daughter-in-law
- Grandparent
- A person who stands in place of a parent to that employee or vice versa
- Any other relative or person if normally resident with the employee

\* Where both parents die within one 12 month period then paid leave of absence should be agreed on both occasions.

#### 4.3.2 ***Attendance at a funeral***

Paid leave of absence will be granted for attendance at a funeral in a representative capacity. Allowance for time off will count towards the five days entitlement in any one year detailed in 4.3.1 above. Leave of absence for attendance at the funeral of any other relative may be granted at the discretion of the governing body but would normally be unpaid.

#### 4.3.3 ***Attendance at a Wedding***

An employee, at the discretion of the governing body may be granted up to one working day's unpaid leave of absence to attend the wedding of a:

- Child
- Parent
- Brother
- Sister
- A person who stands in place of a parent to that member of staff or vice versa,
- Any other relative who is normally resident with the member of staff.

Essential travel time may also be allowed at the discretion of the governing body however, this would also be unpaid leave. An employee would not normally be expected to arrange their own wedding to take place during working time and could not expect to be granted leave for this: should such leave be granted, however, it would be unpaid. If the employee is a member of support staff and contracted to work on an all year round contract, then this time off should be taken as annual leave, time off in lieu or unpaid leave.

#### 4.3.4 ***Domestic Emergencies/Unavoidable Personal Business***

An employee, at the discretion of the governing body, may be granted leave of absence for unavoidable domestic emergency such as flooding, fire or burglary normally the first day of any such leave would be paid but any extra could be unpaid at the discretion of the Governing Body.

#### 4.3.5 ***Time off for dependants***

Employees are allowed to take a reasonable amount of time off work to deal with sudden unexpected incidences or emergencies (for example, burglary, flooding, and house fire as per 4.3.4 above).

Employees may also take time off for dependants to enable them to make any necessary longer term arrangements. A sick dependant is someone who is the employees

- Spouse
- Partner
- Child
- Parent
- or a person who stands in place of a parent to that employee or vice versa
- or a person resident with the employee at the time of illness (for example elderly aunt or grandparent).

Paid leave of absence of up to three working days in any one year may be granted at the discretion of the governing body, after which, this time off will be unpaid. Parents attending a statement review for a child with special educational needs should be granted one further day of paid leave.

#### **4.4 OTHER LEAVE OF ABSENCE**

##### **4.4.1 *Attendance at Award Ceremonies***

Up to one day's paid leave may be granted to an employee, at the discretion of the Governing Body, for attendance at a ceremony for the presentation of an honour or decoration, either to that employee or a spouse, partner, child, parent, or a person who stands in place of a parent to the employee.

##### **4.4.2 *Attendance at Court***

An employee must be granted necessary paid leave of absence for attendance at court or at an inquest as a witness, a juror or for compulsory legal business directly connected with school duties. If the employee has been called as a witness on private business at a crown court or a magistrate's court outside Bedfordshire, he/she should claim loss of earnings from the court and inform the school afterwards so that the appropriate deductions can be made from his/her salary.

##### **4.4.3 *Attendance for Interview***

An employee must be granted necessary paid leave of absence for attendance for interview for another appointment. In such cases where a teacher is absent for a whole day in order to teach in the school where the vacancy is e.g. for observation or familiarisation purposes, it will be necessary for the schools between them to determine which school should meet the cost of supply cover.

##### **4.4.4 *Broadcasting***

The granting of leave for an employee to participate in, or rehearse for a television or radio broadcast is at the discretion of the governing body. Where that employee is making a specific educational contribution to the broadcast by virtue of his/her profession, any leave should be paid, although the governing body may wish to consider whether the employee should retain any fee earned, including for repeat performances, as a result of release from school duties. If an employee's involvement

in the programme has no direct bearing on his/her educational duties, any leave granted should be unpaid.

#### 4.5 ***Elections***

If an employee is a candidate in elections, then

- Political activities must not take place in employer's time.
- All employees should be cautious and prudent about any activities during the school day; where an activity is legitimate according to the letter of the law (e.g. canvassing at lunch breaks) this may still give rise to concerns and complaints and is therefore counselled against.
- Employees must not use school facilities for political activities (i.e. telephones, noticeboards, etc.)
- The display of political posters on school property is prohibited.
- Employees should remember that irrespective of how strong their own political views may be, it is likely that they will have to work with people of all political persuasions and therefore keeping counsel on political issues during the school day is a wise course of action.

##### 4.5.1 ***Parliamentary Elections***

An employee who is a candidate in a parliamentary election may, at the discretion of the Governing Body, be granted unpaid leave from the first day in which nomination papers may be delivered up to and including second day after the election.

##### 4.5.2 ***Local Elections***

An employee who is a candidate in a local election may, at the discretion of the governing body, be granted unpaid leave on the day of polling only.

#### 4.6 ***Doctors/ Dentists/ Hospital Appointments/ Medical Screening***

- 4.6.1 Employees are expected to arrange appointments for the doctor or dentist in their own time, as far as possible. Special leave for these purposes will only be granted in the most exceptional circumstances, such as, emergency appointments. If an employee has a hospital appointment that they have been unable to arrange it to suit off duty hours, special paid leave to attend may be granted at the discretion of governing body.
- 4.6.2 Treatment as an outpatient is regarded as sick leave and should be recorded accordingly.
- 4.6.3 Necessary paid time off shall be granted for the purpose of cancer screening.



#### **4.7 Government or Local Authority Duties**

4.7.1 Members of staff must be granted paid leave of absence for duties and attendance as:

- Members of a local authority or any committee or sub-committee thereof.
- A member nominated by a government department or local authority on a committee, tribunal, panel or other similar body or for attendance at meetings of the Education Committee and any sub-committee thereof, as a representative of a local authority or approved professional association or union.

#### **4.8 Fertility Treatment**

4.8.1 Any application for leave of absence to undergo fertility treatment should be handled sensitively and compassionately, taking into account the probable emotional impact on an employee leading up to, during, and following treatment.

4.8.2 Staff wherever practicably possible should be encouraged to arrange treatment outside of school hours or outside term time. In the event that it is not possible to arrange treatment outside of school time, the governing body may, at its discretion grant up to five days paid leave in any one year on compassionate grounds.

4.8.3 If treatment is unsuccessful and further absences are required within any one year period the governing body may, at its discretion, grant unpaid leave of absence.

4.8.4 If an employee becomes incapacitated from work and the reasons for this are linked to their fertility treatment then the absence should be recorded separately from other sickness and disregarded when monitoring and managing sickness triggers under the schools Health and Attendance Policy. In such cases the normal procedures for notification of sickness and sick pay should apply.

#### **4.9 Jury Leave and Other Public Service**

4.9.1 Jury Service

Unless exemption has been secured, an employee must be granted leave for jury service if summoned. That employee will continue to be paid a full salary, but shall claim for loss of earnings under the Juror's Allowances Regulations; this sum of money will then be deducted from his/her salary.

4.9.2 Other Public Service

An employee must be granted up to 5 days paid leave of absence per year to undertake duties as a magistrate. Reasonable paid leave must also be granted to an employee to act as a member of any:

- Statutory tribunal
- Regional health authority
- Family practitioner committee
- Area water authority

- District health authority
- Governing Body of an educational establishment maintained by a local education authority, a foundation school or a higher education corporation.

#### 4.10 ***Participation in Sporting Events***

- 4.10.1 If an employee is representing his/her country, region or county in a sporting event in an amateur capacity, he/she may, at the discretion of the governing body, be granted 2 days paid leave in the case of county representation, 3 days for regional representation (10 days in the case of winter sports). Where national representation in Commonwealth, European or Olympic games is concerned, or in the case of British Lion Tours, the governing body will need to consider each case on an individual basis. Leave is not normally granted for an employee to take part in sporting events on a professional basis.

#### 4.11 ***Professional Development***

##### 4.11.1 ***Conferences***

In addition to conferences referred to below, an employee may, at the discretion of the governing body, be granted paid leave of absence to attend approved conferences, including those of recognised professional associations, or meetings of societies on educational matters for up to 3 working days in any one year.

##### 4.11.2 ***Examinations (teaching staff) - leave to sit/study leave***

Leave of absence with pay may be granted to a teaching member of staff for the purpose of sitting an examination in order to improve educational qualifications. With the approval of the governing body, the member of teaching staff may be granted paid leave before the examination for the purposes of preparation, the amount of paid leave granted will be in accordance with the Purple book.

##### 4.11.3 ***Examinations - Support Staff***

A member of the school support staff who is following a day release or correspondence course for a first professional qualification must be granted paid leave for the purpose of sitting for appropriate examinations and in addition may, at the discretion of the governing body, be granted paid leave for revision purposes at the rate of one half day for each examination paper to be taken, up to a maximum of 3 days. Such leave is normally granted on condition that an equal amount of annual leave is taken at the same time, if applicable. As far as possible such leave should be taken in the week immediately preceding the examination(s). These arrangements would apply only to examinations being attempted for the first time and not to full-time or block release courses.

##### 4.11.4 ***Leave for Preparation/Marking of Examination Papers - Teaching Staff***

The circumstances under which teachers must be granted paid leave in connection with the preparation and marking of external examination are explained in the Teachers' Conditions of Service. In essence, teaching staff must be granted paid leave of absence to attend, as examiners or advisers, meetings of approved examining bodies.

#### 4.11.5 ***Training Courses - Teaching Staff***

At the discretion of the governing body, a teaching member of staff may be granted up to one year's paid leave of absence for attendance at an approved source of further training.

#### 4.11.6 ***Training Courses – Delivery***

At the discretion of the governing body paid leave may be granted in order to assist with a training course arranged either inside or outside the school or county by an approved organisation.

#### 4.11.7 ***Visits to Schools or Other Educational Establishments***

At the discretion of the governing body, an employee may be granted paid leave in order to visit other establishments for the observation of different practices which may be appropriate to the individual's own role. This could include the acceptance of a scholarship or interchange post arranged by an approved organisation in an overseas country.

#### 4.11.8 ***Moving home***

At the discretion of the governing body, one day of paid leave within a single year may be granted for the purposes of moving house.

If the employee is a member of support staff and contracted to work on an all year round contract, then this time off should be taken as annual leave, time off in lieu or unpaid leave instead.

#### 4.12 ***Religious Observance***

- 4.12.1 Governing bodies may grant leave of absence for religious observance and requests will be handled sensitively and with consideration. In accordance with the principles of this policy, paid leave of up to two days may be granted. Additional leave may be considered by the Governing body, but this will be unpaid leave.

#### 4.13 ***Services in the Non-Regular Forces***

##### 4.13.1 ***Support staff employed throughout the year***

A Volunteer Reservist must be granted 5 days paid leave to attend annual camp. Any requested leave in addition to this will be unpaid and granted at the discretion of the Governing Body. Support staff who are employed throughout the year may choose to take annual leave in addition to their 5 days paid leave. Where an allowance is payable, this should be claimed and paid to the school.

#### 4.14 ***Unions and Professional Associations***

(See Chapter 3 Section 15 of the Personnel handbook which provides details of the Facilities Agreement)

- 4.14.1 Members of staff who are members of the national executive of a recognised union or professional association must be granted reasonable paid leave of absence for the attendance of appropriate meetings in that capacity.

4.14.2 Members of staff who are elected trade union representatives have a statutory right to a reasonable amount paid time off to carry out certain specified duties (related negotiations with their employer), and to undertake relevant training. Individual union members also have a statutory right to reasonable unpaid time off when taking part in trade union activities.

4.14.3 Members of staff may, at the discretion of the governing body, be granted paid leave to attend approved conferences, including those of recognised professional associations, or meetings of societies on educational matters for up to three working days in any one year. Certain unions have agreed facilities for attendance at national conference.

#### **4.15 INFORMATION FOR EMPLOYEES REGARDING SICKNESS ABSENCE**

##### **4.15.1 *Introduction***

It is important that you familiarise yourself with your school's reporting procedures and are aware of the school's policy on the management of sickness absence.

As an employee you are required to comply with the following:

- Attend work when fit to do so
- Comply with the school's sickness absence reporting procedures
- Ensure medical advice and treatment, where appropriate, is received as quickly as possible, in order to facilitate a return to work
- Provide the school with completed self-certification forms or statement of fitness for work from the doctor as required
- Keep the Headteacher or Chair of Governors informed of any significant developments

The school's procedures for reporting and managing sickness absence are given below in 4.15.3.

##### **14.15.2 *Recruitment***

You will have completed a pre-employment medical questionnaire, and received medical clearance before you commenced your employment at the school. If you have a medical condition which falls within the terms of disability within the Equality Act 2010, agreement will have been reached between yourself and your Headteacher concerning reasonable absence relating to the condition and any workplace adjustments which may be required.

##### **4.15.3 *Reporting Absences***

It is your responsibility to inform your Headteacher, or nominated representative that you are prevented by illness to attend work. If you are unable to do this personally, a relative or friend can do this on your behalf but, in any event, notification must be provided within one hour of your normal starting time.

Sending a text message, email or communication via social media to report an absence isn't acceptable unless it is followed up with a phone call on the same day of the absence by you or your relative/friend later if you are unable to do so personally.

The reason for your absence should be given and, where possible, an indication of the likely length of the absence. Further information on reporting absences and the sickness procedure can be found in the schools Health & Attendance policy.

If the absence continues for a period longer than initially anticipated, you should contact your Headteacher to inform him / her of the up-to-date situation.

Please note that if you became unwell over a weekend, rest day or public holiday, you should inform your Headteacher of this when reporting your sickness.

Upon return to work you should inform your Headteacher when you were fit to return irrespective of there being any requirement to have worked on that day.

Sickness absence must not be taken for reasons other than your own illness. If you are unable to attend work for some other reason, e.g. domestic emergency, car breakdown etc., you must discuss the situation with your Headteacher and the absence will be dealt with under the school's leave of absence arrangements depending upon the individual circumstances. Medical certificates submitted which do not relate to your own illness will not be accepted.

#### **4.15.4 Self Certification Forms and Fitness for Work Certificates**

You will be required to complete a self-certification form upon your return to work. On your return to work your Headteacher should hold a return to work meeting to discuss your absence and to update you on any work issues.

If your absence continues into the 8<sup>th</sup> day (including weekends, rest days and public holidays) you must obtain a Fitness for Work certificate from your GP and send it to your Headteacher without delay. You must continue to submit fitness for work certificates for the duration of your absence.

If your absence lasts longer than 14 days, before returning to work, you must obtain a final statement from your GP giving the date on which you can return to work.

If you fail to provide notification of your sickness or do not produce the required fitness for work certificates, consideration will be given to suspending sick pay until the correct procedure is followed.

#### **4.15.5 Occupational Sick Pay and Statutory Sick Pay (SSP)**

Details of Occupational Sick Pay and Statutory Sick Pay entitlement are given in the Personnel Handbook for Schools (Chapter 4, Section 4)

#### **4.15.6 Short Term Absences**

Headteachers are required to monitor levels and frequency of sickness absence in their schools.

If you are absent frequently but your absences are of a short duration you may be asked to attend a review meeting with your Headteacher. The meeting will be held in private and used to discuss your absence and their effects and to assess if you need any assistance in achieving improved attendance. You should seek advice from your GP if appropriate.

If your medical condition falls within the definition of disability in the Equality Act 2010 an assessment of your welfare will take place with an Occupational Health Adviser and your medical adviser.

Following the review meeting, your attendance levels will continue to be monitored and a further review meeting arranged. You are encouraged to be accompanied by either a Trade Union or other representative. If, at the review meeting your attendance levels have improved, no further action is necessary other than routine monitoring by the Headteacher. If, however, your absences are still causing concern you may be referred to the Schools appointed Occupational Health Consultant for advice on your medical condition and potential work attendance.

The role of an Occupational Health Consultant is to arrange an appointment to see you and, with your permission, seek details of your medical history from your GP. The Access to Medical Records Act 1998 gives you the right to see your medical report if you so wish. Having considered all the information, the Occupational Health Consultant will advise accordingly.

A further meeting will be arranged with you by the Headteacher to discuss the advice received and any further action if necessary.

If an underlying health problem is identified consideration will be given to making reasonable adjustments or redeployment to a more suitable post. In the event that no suitable solution can be found the Headteacher may institute proceedings for dismissal on the grounds of capability due to Ill Health. Further information on ill health retirement can be found within the Pensions section of the Schools portal.

If no underlying health problem is identified you will be advised that your attendance levels must improve and a further review period will be arranged. Failure to improve your attendance could result in the Headteacher taking action under the procedure for handling dismissals on the grounds of incapability. ***It should be emphasised that this course of action is only likely to be taken in exceptional circumstances once all other options have been exhausted and full consultation with the employee and / or representative, if applicable, has taken place.***

#### 14.5.7 **Long Term Absences**

If your absence is considered long term or the schools may require additional information to support or facilitate a return to work, your Headteacher may request a medical report from their Occupational Health Consultant concerning your likely return to work, temporary adjustment to duties, redeployment or ill health retirement.

The Occupational Health Consultant will then arrange an appointment to see you and seek your consent to contact your GP for details of your medical condition, medication and treatment etc. The Occupational Health Consultant will advise you of your rights with regard to the access to Medical Records Act. If you decide to withhold your consent to the Occupational Health Consultant contacting your GP, the Occupational Health Consultant will still give advice but based only on the information available during the course of the appointment.

Once the report is received from the Occupational Health Consultant its contents and action will be discussed and agreed with you which could include:

- (a) **No further action** - if your medical condition is improving and you are likely to return to work in the near future, no further action would be necessary.
- (b) **Phased return to work** - if your medical condition is improving but you need to be phased back into work gradually, either in terms of hours or duties, these will be discussed with you and your Headteacher and a gradual programme of return to work arranged.

*Please note that you will need to provide a fitness for work certificate from your GP as to the actual date of your return. You will receive your normal pay from the first day you return, regardless of work.*

Your progress will be monitored on a regular basis but you should aim to resume full hours/duties within three months of return.

- (a) **Redeployment arrangements** - if your medical condition is such that returning to your post will cause a detrimental effect on your health but, that you are able medically, to be considered for alternative employment, redeployment arrangements will be discussed with you. In such cases you will be asked to complete a Career Profile Form.
- (b) **Ill health retirement** - if your medical condition necessitates ill health retirement, the implications of this will be discussed with you and the necessary arrangements made for this to be accomplished.