

Sickness and Absence

Absence:

In common with all Leeds City Council employees, staff are required to follow set procedures relating to absence from work.

Absence for personal sickness:

Keeping us informed of your sickness absence is a contractual obligation and enables us to keep accurate records - failure to do so has implications for effective sickness monitoring and can also affect pay. The information below is a summary - **please read carefully** and see separate 'LCC sickness reporting procedure' document, also on the ArtForms website in the 'Staff Guides – General' area of the ArtForms Music Staffroom, for more details.

Telephone your school(s) before 9am to cancel (or re-arrange) visits as necessary:

- the earlier you can phone, the better - emailing schools **should not** be seen as a substitute for phoning as there can be some considerable delay in emails being picked up
- if you are not able to make the call yourself please ask another member of your household to help. **The ArtForms office staff will only contact schools in an emergency.**
- be aware that the more notice we have of an absence (whether due to sickness or for another reason) the more likely we are to be able to provide cover; **covering work on the same day as we are informed of an absence is usually impossible** so please bear that in mind when you are in conversation with your school(s).

Telephone the ArtForms office (0113 378 2850) before 9am:

- report your absence – any member of the admin team can record this and there is always a member of admin staff in the office by 8.30 am. If you call 'out of hours' you can leave a message on the answerphone. It is sometimes helpful if you can phone or email your line manager or another named member of staff but again this **should not** be seen as a substitute for ringing the office.
- tell us the nature of your illness and if you think you are ill because of something that happened to you at work
- tell us when you expect to be fit to return to work, if you know

With sufficient notice we will do our best to find a substitute - please tell us if you have had to miss a number of consecutive weeks at a school, or if pupils have exams very soon.

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Absence for personal sickness (cont):

Please note - when you are off sick the admin team need to be aware of **each day** you are sick and the exact date when you are 'fit' to return, **whether working for ArtForms or not**.

For example:

- If you ring in sick one morning and are unsure when you will return, you need to call us again the following morning to let us know if you are still sick **or** if you are back at work. If you are still sick, you need to ring in again the next morning, and so on until you call to tell us you are back at work.
- If you ring in one morning and know (and inform us) that you will be off all week, or for a specific number of days, there is no need to ring in again unless you return to work earlier than expected. If you do not contact us we will assume you returned to work on the day originally specified.
- If you ring in sick one day and are fit to work the next day please let us know - **even if you are not working for ArtForms on that day.**
- Once you have confirmed your return to work you will receive some 'return to work' questions via email. Please respond on receipt and by return email.
- All absences of more than seven (consecutive) calendar days require a fit note.

If you are unwell for more than 7 consecutive calendar days:

- telephone the office and inform them of your extended absence, again giving details of your expected return date (if known)
- you must obtain a medical note (Statement of Fitness for Work or 'fit note') and send it to ArtForms – please mark the envelope 'Sickness'
- your **initial** fit note must arrive by your 8th day of absence
- **subsequent** fit notes must run consecutively, without gaps and should arrive within 3 days of the expiry of the previous note
- keep in touch with the office so that we can notify any staff covering your school(s).

When you return to work after an absence of seven calendar days or more:

- you should expect a telephone call from your manager to confirm that you are fit and well after your absence ('Return to Work Interview').

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Special Leave of Absence

Absence for reasons other than personal sickness e.g. bereavement, family sickness, hospital appointments, domestic difficulty, birth/ante-natal leave:

Leeds City Council has a standard form for requesting special leave of absence (SAP 0013). This is available to download from InSite or can be obtained via the ArtForms office.

- All absences, except for your own personal sickness, require application and approval in writing.
- Completed application forms should be returned to the Head of Music, ArtForms for authorisation.
- If your application is approved, please let the Administration Co-ordinator know if you require supply cover in your absence.