

Staff Sickness and Absence Guide

Absences fall under two categories: **Sickness Absences** and **Special Leave**



Sickness Absence Procedure

- You **must** contact us as soon as you are injured or feel unwell enough not to work, preferably before 8:00am. **Please call the ArtForms office straight away on [0113 3782850](tel:01133782850)** and leave a voicemail outside of office hours 8:30am-5:00pm. You can also email the office on educ.artforms@leeds.gov.uk however, **this should be done only in addition to first calling or leaving a voicemail.**
- Outline which schools you'll be missing that day, a brief overview of why you'll be absent (more information than just "I'm sick/unwell"), any other important information for the day, and how long you anticipate being off work.
- Please also directly contact the schools you would be visiting that day, ideally by phone. We will follow-up your call with an email to the school but the sooner a message can get the school, the better for them to inform parents and make their own arrangements.
- You will need to confirm every day of absence (by phone, as above) for up to the first 5 days of an absence, known as *self-certifying*. Sickness absences longer than 5 normal working days, even if you don't work with us on all of those days, will require a **fit note** from your GP and should be sent as soon as possible to educ.artforms@leeds.gov.uk or by post to the office.
- Please confirm with us (and your schools, where applicable) on the morning of your return to work.

Special Leave Procedure

- All non-sickness related absences must be recorded using a Leeds City Council *Special Leave of Absence* form. These can be downloaded from our staffroom page, your eepos dashboard, or the office can send you a copy by email. Please ask for help if you have any issues accessing or completing the form. Please send completed forms to educ.artforms@leeds.gov.uk or by post, where they will be signed-off by Paula Brookes (Head of Service) and sent to the council's Business Support Centre (BSC) either approved with or without pay. We will be in touch with you if there are any issues with the request for absence. All requests for Special Leave should be made in accordance with the [ArtForms Annual Leave and Special Leave policy](#).
- If you need to leave work urgently for reasons not sickness-related, you should **contact the office as soon as possible** to notify us. Please also call any schools you may be absent from for the rest of the day. We will follow-up your call with an email to the school but the sooner a message can get the school, the better for them to inform parents and make their own arrangements.

Cover Arrangements

- Where possible we will always try to provide cover for your lessons missed, however, we do not guarantee this to schools. The best thing to say to schools if they ask is that "the office is trying to make arrangements and will contact you to confirm".
- If we can provide cover then we will get in touch, when appropriate, for you to give some handover information to support your colleague. This could be a plan for the lesson(s) and any school specific information or procedures they'll need to be aware of, etc. Please have this information available if you are able, this really helps colleagues going into schools and teaching pupils they're unfamiliar with.

Key Contact Information

ArtForms (Music)

educ.artforms@leeds.gov.uk

[0113 3782850](tel:01133782850)

Pudsey Civic Hall, Dawson's Corner, Leeds, LS28 5TA

Monday to Friday 8:30am-5:00pm

Leeds City Council Business Support Centre

info@bscleeds.co.uk

[0113 3760350](tel:01133760350)

Civic Hall, Calverley Street, Leeds, LS1 1UR

Monday to Thursday 8:30am-5:00pm. Friday 8:30am-4:30pm

All absence queries should be sent to educ.artforms@leeds.gov.uk

FAQ's

I feel too unwell to go into school and too unwell to call in myself, what should I do?

If there is nobody who can help you, please email ArtForms and your schools as soon as possible. Otherwise, please ask someone to call on your behalf.

I need to leave / stop working for an urgent personal matter, and won't be able to contact ArtForms straight away, what should I do?

*You **must** call and explain to your school(s) that you won't be able to attend. Once you are able to, call the ArtForms office to inform us and we will require a Special Leave Request Form from you once you are able to complete one.*

My car has broken down on the way to work and I can't drive, what should I do?

If you know you will be late or won't be able to make it to a school at all, please call them initially to explain, and then also confirm with the ArtForms office. If you have time, you should try to make every effort to take public transport to get to your school as close to on time as possible. Bus/train tickets can be claimed back in the same way travel miles are – please contact the office if you're unsure about this process. Taxi costs may be approved in extreme/urgent circumstances.

My bus/train is late / I missed my bus/train to get to a school, what should I do?

If you know you will be late or won't be able to make it to a school at all, please call them initially to explain, and then also confirm with the ArtForms office. If you have time, you should try to make every effort to make other arrangements to get to your school as close to on time as possible. Bus/train tickets can be claimed back in the same way travel miles are – please contact the office if you're unsure about this process. Taxi costs may be approved in extreme/urgent circumstances.

I booked a holiday I didn't realise was within term-time and won't be able to go to a school, what should I do?

ArtForms colleagues working in schools, CLYM groups and in music centres are not entitled to any additional leave other than school and/or music centre holidays. You should contact educ.artforms@leeds.gov.uk as a matter of urgency.