

MARISH



Academy Trust

Managing Attendance Policy Annex 4 Guidance on Phased Returns to Work

Date: September 18

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1. Phase Return

A phased return to work may be advised by Occupational Health to facilitate recovery and rehabilitation back into the work place following a period of sickness absence by enabling the employee to work reduced hours for a fixed period of time. Occupational Health will provide advice on the suggested phased return relevant to the employee and how this should be structured, including the number of hours, working pattern and the duration of the phased return.

An employee returning to work on a phased basis will be paid as follows:

- Where the employee has exhausted their entitlement to sick pay, the salary payments made will be based on the number of hours worked.
- Where the employee is in receipt of sick pay at the time of their return to work on a phased basis, they will be paid the sick pay that would have been paid if the employee remained off sick or be paid in accordance with the number of hours worked whichever is the greater amount.
- If the employee is unable to return to their normal contracted hours after three months, salary payments will be based on the number of hours worked.

For employees returning to work on a phased basis, a Phased Return to Work Form should be completed by the school and returned to their Payroll provider so that salary payments can be adjusted accordingly. The form must be submitted on a weekly basis to ensure that no salary overpayments occur.

A phased return to work should be monitored and managed by both the Headteacher/Designated Line Manager and Occupational Health, and should last no longer than three months. If it becomes evident that the employee is unable to return to their normal contracted hours after a period of three months, the Headteacher/Designated Line Manager should meet with the employee to explain that a phased return to work is only agreed up to a maximum of three months. The Headteacher/Designated Line Manager should discuss with the employee whether the school is able to continue to support the request (either from the employee or through an Occupational Health recommendation) to work reduced hours taking into consideration the needs of the school, the reasons presented by the employee, any reasonable adjustments that have been requested particularly in relation to legal obligations under the Equality Act.

If, following the discussion with the employee, the school is able to support the request to continue the reduced hours, the Headteacher/Designated Line Manager should advise the employee that this will require a contractual change in hours to be implemented and the implications of the contractual change e.g., pro rata salary and, where applicable, annual leave. Appropriate notification should be sent to Payroll and Schools HR.

If, following the discussion with the employee, the school is unable to support the request to continue the reduced hours, the Headteacher/Designated Line Manager must be clear about; why the school cannot support the request, what may have been offered as an alternative to the employee (if anything), and any reasonable adjustments that may have been offered (even if declined by the employee). Advice must be sought in such cases from Schools HR and a referral to Occupational Health may be pursued to obtain advice about whether ill-health redeployment may be appropriate.

Appendix 1

Notification to Payroll of Phased Return to Work Form

Name of School:

This is to notify you of the arrangements for a phased return for the following employee:-

Name of Employee	
Post Title	
Pay Number	

Details of the Phased Return:

Start date of phased return	
Hours per week	
Working pattern	

Week Ending	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours to be paid

Please complete the section below when the phased return has come to an end and the employee has resumed normal working hours:-

End date of phased return	
Date normal working hours resumed	

Signed: _____ (Headteacher)

Name of Headteacher: _____

Date: _____

NB: Employees should be informed that adjustments to their salary will be made in the next available month.

Revision History

Version	Date	Author	Comments
2.0	Sep 2016	HRM	Based on School's HR Cooperative's Template
3.0	May 2018	HRM	Based on School's HR Cooperative's Template
4.0	Sept 2018	HRM	Based on School's HR Cooperative's Template

Approval History

Version	Approved	Comments
1.0	Jan 2011	Implementation of Slough's Model School Sickness Absence Policy (June 2009).
2.0		
3.0	Sept 2018	By Strategic Board of Governing Body