



Eden Learning Trust

4.1 – Sickness Absence Policy

1. About this policy
 - 1.1. This Sickness Absence Policy sets out our procedures for reporting sickness absence and for the management of sickness absence in a fair, reasonable and consistent way.
 - 1.2. Sickness absence can vary from short intermittent periods of ill-health to a continuous period of long-term absence and have a number of different causes (for example, injuries, recurring conditions, or a serious illness requiring lengthy treatment).
 - 1.3. We wish to ensure that the reasons for sickness absence are understood in each case and investigated where necessary. In addition, where needed and reasonably practicable, measures will be taken to assist those who have been absent by reason of sickness to return to work.
 - 1.4. The Trust has overall responsibility for this policy, including keeping it under review.
 - 1.5. Managers have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.
 - 1.6. This policy applies to all employees. It does not apply to agency workers, consultants or self-employed contractors.
 - 1.7. This policy does not form part of any employee's contract of employment.
2. Disabilities
 - 2.1. We are aware that sickness absence may result from a disability. At each stage of the sickness absence meetings procedure (set out in paragraph 12 of this policy), particular consideration will be given to whether there are reasonable adjustments that could be made to the requirements of a job or other aspects of working arrangements that will provide support at work and/or assist a return to work.
 - 2.2. If you consider that you are affected by a disability or any medical condition which affects your ability to undertake your work, you should inform your manager or your Headteacher.
3. Sickness absence reporting procedure
 - 3.1. If you do not have a sickness absence reporting procedure in your contract, you should follow the procedure set out below.