



St. Paul's School

MANIBUS POTENTIA STUDIUM ANIMIS

## **ATTENDANCE AND ABSENCE POLICY AND PROCEDURES FOR ALL STAFF**

*Created April 2015, updated in May 2015*

### **INTRODUCTION**

Staff absence for any reason has a knock-on effect on colleagues, the smooth operation of the school and most significantly, the pupils' learning. It is important, therefore, that all colleagues are aware of the procedures for reporting and managing absences for any reason and that they are treated in a fair, consistent and transparent way.

### **NOTIFYING THE SCHOOL ABOUT AN ABSENCE**

#### **(A) Planned absences**

Colleagues may request planned absences from school for a number of reasons, for example:

- Medical appointments (doctor / dentist)
- Domestic reasons (eg a house move)
- Involvement in a school trip / activity with the pupils
- Involvement in a conference / staff training event
- Family reasons (eg child's medical appointment)
- Government service (eg jury service / visa requirements / election service)

#### **Medical and dental appointments**

Staff should avoid taking time off school for elective treatment, where possible, appointments should be arranged outside school time.

#### **Requests for planned absence**

All requests for time off work for academic staff must be sent as an email to the Head ([ls@stpauls.br](mailto:ls@stpauls.br)). Line managers should also be informed. In the case of support staff, the request should be submitted to the Bursar who will discuss the request with the Head. If the Head grants leave of absence for a colleague then the head of department should allocate the cover within their department /team in advance of their departure and inform the Director of Studies / Head of Prep / Head of Pre-Prep; this also helps ensure a degree of continuity in giving a sequence of lessons when the leave of absence is for more than one day.

It should be noted that with the exception of statutory leave for maternity / paternity / medical or bereavement, all requests are at the Head's discretion.

## **Unpaid leave**

In some cases, colleagues may request a period away from school for some other reason than those mentioned elsewhere in this policy. At the discretion of the Head, this may be authorised as unpaid leave.

## **Absence due to a school visit**

The member of staff in charge of the school trip should ensure the Director of Studies / Head of Prep / Head of Pre-Prep has the most up-to-date list of teachers who are accompanying the trip at least one week before the trip (this list should be the same list as when the trip was first approved).

## **(B) Unplanned absences**

Colleagues may be absent from school for reasons that are unplanned, for example:

Being unwell

Compassionate leave (due to sickness or loss of a family member)

Domestic incidents

## **Procedure for reporting unplanned absence in the Pre-Prep School**

On the first and subsequent days of absence teachers must call the Head of Pre-Prep **(11) 98282-9218** between 06.50 and 07.20 in addition to sending an email to the Deputy Head (Curriculum) (JMR), secretary (JSN) and co-worker in the Pre-Prep.

## **Procedure for reporting unplanned absence in the Pre-Prep School**

On the first and subsequent days of absence teachers the Head of Prep **(11) 98149-7524** between 06.50 and 07.20 in addition to sending an email, where relevant, to the head of department and the head of year.

## **Procedure for reporting unplanned absence in the Pre-Prep School**

On the first and subsequent days of absence teachers must call the Director of Studies **(11) 99768-8630** / between 06.50 and 07.20 in addition to sending an email to [cover@stpauls.br](mailto:cover@stpauls.br), and where relevant, to the head of department and the head of year. In the senior school, heads of year should email the Director of Pastoral Care.

## **Procedure for reporting unplanned absence for support staff**

Support staff should telephone their line manager / the Bursar to notify them that they are unable to be at school.

In all cases, the colleague should speak directly to their manager unless this is impossible.

On subsequent days, colleagues should remain in regular contact with school, giving updates on their health and possible return date.

**If you are absent for 2 or more days then you are required to bring in a medical note (*Atestado medico*) from a doctor. This should be given to the Personnel Manager, (Juliana Ferrari) when you return.**

If you fall ill during the working day, you must first see the school nurse, then inform your head of department of classes to be covered, and also speak directly to the Director of Studies/Head of Prep/ Head of Pre-Prep (do not just email) that you will be leaving the school. Cover will then be arranged and communicated as necessary.

For support staff, after seeing the nurse, contact your line manager, who will inform the Bursar.

### **Procedure if you are going to be late**

If you are on your way into school and are delayed then please call the Director of Studies / Head of Prep / Head of Pre-Prep. Please do not call members of staff to cover your morning registration, this will be arranged by the appropriate senior leader.

Support staff should telephone their line manager / the Bursar to notify them that they are unable to be at school.

### **Attendance during official holiday and paid leave periods**

In Brazilian law, attendance at work during official holiday periods is not allowed. For Admin staff this is 30 days per year. For teaching staff, 30 days in the Christmas holidays and the winter holidays (between academic years, in July). Dates of these holidays for teachers will be published to teaching staff.

Should a member of staff need to come in during these periods, a request should be made in writing justifying the need for the request and the school may or not allow entry.

### **Arrangements for staff leave**

All non-teaching staff are entitled to 30 days leave, as defined by current national legislation. This is normally taken as a single period of leave, however, in exceptional circumstances, colleagues may make a written submission to request their holiday to be split into periods of no less than 10 days. The school will give due consideration to each request and the reasons given but is not obliged to grant the request. Colleagues should be aware that the law does not allow for regular and repeated splitting of holidays.

## **POLICY AND PROCEDURE FOR MANAGING STAFF ABSENCE**

### **Absence through ill health**

The school seeks to ensure that the reasons for sickness absence and incapability due to ill health are understood in each case and followed up where necessary. In addition, where needed, and reasonably practicable, measures will be taken to support those who have been absent through sickness to be able to return to work. Staff who may not be absent from work, but whose ill health may be affecting their capability at work, will also be supported and assisted to continue working, where reasonably practicable.

Staff will be contacted during their absence by their line manager in order to discuss their health and well-being where relevant. Managers may also wish to discuss any work that might require attention. Such contact is intended to provide reassurance and support for both staff and school. If colleagues

have any concerns while absent, whether about the reason for their absence or their ability to return to work, they should feel free to contact their line manager at any time.

### **Evidence of incapacity**

For any absence of two days or more, staff are required to present a doctors certificate (*atestado medico*) immediately on their return to work. If the colleague is in hospital, they will be required to provide medical certificates as soon as reasonably practicable certifying the dates of admission and discharge. If staff members fall ill whilst abroad and fail to return to work, they will be required to produce a medical certificate from that country, translated as necessary, as evidence of incapacity.

### **Accidents at work**

If a colleague suffers an injury during the course of his/her employment, s/he or someone on his/her behalf must immediately report this to the Head, or member of the Strategic Leadership Group (SLG)<sup>i</sup>, and the incident will be recorded in the local accident book and appropriate action taken.

### **Unauthorised absence**

Cases of unauthorised absence will be dealt with by the appropriate member of the SLG according to school procedures.

Absence that has not been notified according to the absence reporting procedure will be treated as unauthorised absence. Cases where staff fail to provide the required evidence of incapacity, fail to return from holiday or leave, or are absent from work for any other reason without permission or an acceptable explanation will be classed as unauthorised absence.

If staff have not reported for work and they or their representative have not contacted their line manager or designated manager to explain the reason for their absence, the relevant manager will try to contact the colleague, by telephone and in writing if necessary. This should not be treated as a substitute for reporting sickness absence.

### **Sick pay arrangements**

Sick pay arrangements are governed by statutory regulation. The Bursar can provide details on request.

### **Return-to-work discussions**

On return to work after a period of sickness absence of two full days or more colleagues will have a return to work interview with;

In the Pre-rep School, Anne Baldisseri

In the Prep School, Siobhain Allum

In the Senior School, Paul Morgan

For the support staff, Nelson Sapsezian

For the leadership group, Louise Simpson

A return-to-work discussion enables the manager to confirm the details of a staff member's absence and to ensure s/he is fit to return to work. It also gives colleagues the opportunity to raise any

concerns or questions they may have, and to bring any relevant matters to their manager's attention so that the school can better support the colleague following a period of sickness.

Return-to-work discussions are informal but managers will confirm the details of the discussions in writing. Notes of any return-to-work discussions will be placed on an employee's personnel file and may be referred to at any subsequent formal sickness absence/ ill health discussion.

### **Causes for concern / trigger points**

At St. Paul's, we recognise that occasional sickness can be unavoidable but we have an expectation that levels of attendance will generally be excellent. 5 days of sickness absence as a single event or 3 periods of sickness absence in an academic year or any concerns identified over patterns of absence are considered trigger points and will be followed up.

### **Returning to work from long-term sickness absence**

The school is committed to helping staff members return to work from long-term sickness absence.

### **Declining capability at work due to ill health**

Concern may be caused by a staff member who may not be absent from work or whose attendance may not be problematic, but whose capability is deteriorating. This same procedure will be applied in such cases as for staff members who are absent from work.

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<sup>i</sup> The Strategic Leadership Group consists of the Head, Bursar, Deputy Headmaster, Head of Prep and Head of Pre-Prep