



ORMISTON
SIX VILLAGES
ACADEMY



RETURN TO WORK PROTOCOL SUPPORTING STAFF

Approved by the Principal: May 2017
Date of next review: May 2018

Return to work protocol; supporting staff

As part of our duty of care to our colleagues it is important that we make sure we support one another after periods of illness. In order to do this you will receive, a return to work meeting with the Finance & Business Director.

We will also support periods of illness through conversations, however brief, with a colleague by their line manager after a day's absence to check everything is ok.

This is particularly important when there maybe a series of one day absences that might not be logged as significant because they do not appear in a block of time but are due to a recurrent issue or problem that needs support.

If these conversations suggest an underlying cause for concern then a formal conversation should take place and any agreed support communicated to the Principal.

In order to treat staff consistently it is important to establish clear criteria which would prompt action. It is recommended that an informal review be initiated when an employee hits one of two possible triggers:

- 9 days absence in any 12 month period OR
- 5 occasions of absence in any 12 month period

Possible outcomes

- No further referral;
- Referral to line manager for support;
- Referral to informal monitoring;
- Referral to Occupational Health;
- Referral to formal monitoring;