

School's Attendance Management Procedure – Frequently Asked Questions

Employee Wellbeing & Support

1. When should a referral to Occupational Health be contemplated?

There is no definitive time frame of when a referral to Occupational Health should be contemplated. If the referral is due to long term sickness it would be suggested that a referral is undertaken as soon as the school is aware that the employee is likely to be off for 4 week or more. This may be within the first week of the absence if the employee submits a Fit Note.

It should be noted that a referral to Occupational Health is not solely for employees who are on long term absence. Employees who have a record of short term persistent absences should be referred particularly if the reasons for much of the absence are similar as it may mean an issue within the workplace impacting on their wellbeing which needs to be addressed, or a longer term, underlying health condition.

A decision may be made to refer an employee who does not have high absence levels but is struggling with their duties in the workplace potentially as a result of an underlying medical condition. Advice can be obtained on what adjustments would support the employee in their role and maintain attendance levels.

2. Does an employee have to attend an appointment with Occupational Health?

The purpose of a referral to Occupational Health is for the school to gain medical advice regarding the employee's current wellbeing and to seek support on adjustments required in the workplace to help facilitate a return to work or to improve attendance levels.

The Green Book (National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service) clearly states that;

'An employee shall, if required by the authority at any time, submit to a medical examination by a medical practitioner nominated by the authority'

(Part 3: Other National Provisions section: 4.2)

The Burgundy Book (Conditions of Service for School Teachers in England and Wales) clearly states that:

Teachers are required, if requested by the employer, to submit to a medical examination by an approved medical practitioner nominated or approved by the employer. Failure to comply with a reasonable request for a medical examination may affect entitlement to sick pay.

(Section 4: Conditions: 8.1.(d))

Therefore, an employee must attend an appointment with Occupational Health if the manager deems a referral as necessary. Employees should be informed that failure to attend an appointment may mean that a decision needs to be made regarding their employment on out of date or limited evidence, thus stressing the importance of obtaining up to date medical information.

Any request to attend Occupational Health will be reasonable, explained, and proportionate, and will form part of the attendance management process. OH appointments are held either face to face or via telephone.

3. What can be done to ensure advice obtained from Occupational Health is helpful to the school in terms of providing support for the employee?

When completing the referral form, it is critical that as much information as possible is inserted on the form regarding the employee's position i.e. the environment in which they work, the requirements of the role that they undertake, any adjustments that have been implemented and any details regarding what issues the employee is having in the workplace in relation to undertaking their role.

It is also important to ask clear and specific questions regarding the information to be considered by the Occupational Health Adviser / Physician, rather than simply asking the standard questions provided on the form. The better the information provided and relevance of the questions, the more accurate and useful the information received from Occupational Health

It is good practice for the form to be completed and shared with the employee before it is submitted for processing. That way the employee has the opportunity to add additional information or ask further questions based on their understanding of their medical condition, taking into consideration the duties of their role. The employee will see the form when they meet with Occupational Health and will be sent the subsequent report. Accuracy and objectivity are key to completing the referral form.

It is also useful for a copy of the employee's job description and person specification, including information about any specific activities the employee is contracted to fulfil, as well as their absence record, to be sent to Occupational Health, with the referral form in order to allow them to generate an understanding of the role requirements, the workplace environment and any trends in their absence record.

4. What contact should be made with the employee during their absence?

The level of contact with the employee will differ depending on the circumstances of the case.

The procedures states that regular contact should be maintained throughout the time that the employee is absent. The purpose of the contact is:

- To keep updated with details of the employee's wellbeing;
- To offer any additional support during the absence;
- To consider what adjustments will enable an earlier return to work; and
- To formulate a plan for the return to work (if appropriate).

In most cases it is anticipated that contact will be made by the line manager or head teacher; however, this does not always have to be the case. You may identify a dedicated welfare contact in the school, for example, the Assistant/Deputy Head Teacher, or another member of the Senior Management Team. The welfare contact may differ depending on the individual circumstances of the case. Consideration should be made in relation to the nature of the employee's absence and whether it is cited as work related.

It may be that, if the absence is attributable to work, the employee requests that any communication during their absence should be directed through their trade union representative. Whilst this request can be accommodated, it should not be seen as a deterrent to arranging welfare meetings and submitting referrals to Occupational Health.

The method, level and frequency of communication should also be considered depending on the individual case, for example, the employee may request that they are kept informed every week or month on what is happening in the school and would prefer this to be sent via email. However, another employee may request for weekly phone calls to keep up to date.

5. Should the contact be different if the absence is cited as being 'work related'?

As stated above, the contact and the level of communication may differ on a case by case basis. If the absence is work related, it does not necessarily mean that the school should refrain from contacting the employee, but it may mean that an alternative method of communication is adopted e.g. less frequent welfare calls (i.e. once a month) or communicating with the employee through their trade union representative.

Return to Work

6. How long should a phased return to work last?

A phased return to work should usually last a maximum of 4 weeks. A phased return will usually show a stepped return to work, for example, a gradual increase in hours/days and/or duties until their contractual hours are resumed at the end of the period.

It is recommended that the programme for the phased return is drawn up with the employee's input and confirmed in writing to them usually prior to their return to work.

7. Do we need to notify HR and Payroll of the phased return?

For a temporary phased return to work, there is no need to notify Payroll and HR Administration providers as there should be no adjustment to their normal contractual pay. All the arrangements should be retained within the school. All correspondence should be copied to the supporting HR Casework provider so that advice is reflective of the details of the case.

If, after completion of the phased return, longer term changes are requested by the employee that will impact on their pay, these should be processed in the normal way for administrative and pay purposes.

8. What pay should the employee receive when on a phased return?

As the phased return is a mechanism for supporting the employee back to work, the individual would receive their normal pay as if they were working their full hours and duties.

The phased return does not count towards the employees' sickness absence record and records should show the employee as being back at work.

9. What should a phased return look like?

The purpose of a phased return is to re-introduce them to work after a period of long term sickness absence.

The phased return plan aims to gradually build up the employee's workload, taking them to their normal hours and full time duties within an agreed timescale.

It should be noted that a phased return does not automatically mean that the employee would benefit from a reduction in hours. It may mean that the duties that the employee normally undertakes should be phased in, during which time the employee works their normal hours. However, this would be dependent on their substantive hours and the specifics of the case.

It is usually the case that both the hours and duties are built up over the four week period with the view that, by week five, the employee is working their usual hours and undertaking their full duties.

The phased return should be planned prior to the employee returning to work. It is advisable that, during the phased return, regular review meetings are convened to discuss the return to work and consider any issues that may have arisen and whether the plan needs to be amended or extended.

At the end of the phased return, a meeting should be convened to confirm whether the employee has now successfully been integrated back into the workplace and is able to undertake their substantive post. At this point, in exceptional circumstances, it may be necessary to consider whether there needs to be an extension to the phased return.

Based on medical advice, it may be appropriate in some cases to agree a temporary arrangement for an extended period. This could include, for example, a temporary reduction in hours (and associated pay) for up to three months to support an individual's return to work. We recommend that you discuss any proposed temporary arrangements, and extensions of phased returns, with your HR Business Partner before agreeing these.

10. What is a Fit Note?

From April 2010, sick notes issued by doctors were replaced with 'Fit Notes'. A Fit Note differs from previous sick notes as consideration is given as to whether an employee can return to work earlier if some basic support is offered by the employer. The aim of the Fit Note is to facilitate a return to work earlier and to help reduce sickness absence levels.

11. The fit note from the GP states that the employee is fit to return to work if certain adjustments are implemented. Does the school have to allow the employee to return to work if the adjustments recommended are not feasible?

Consideration needs to be made by the school to the advice provided on any Fit Note and discussions should be convened with the employee regarding this advice. Fit Notes focus on the option that an employee 'may be fit to return to work taking into account the following advice'.

If, after careful consideration, the suggested adjustments are not reasonable or not practical in the school and it would be unreasonable to expect the school to adhere to the GP's advice, this should be discussed with the employee and an explanation provided as to why the advice

cannot be followed. If this is the case then the Fit Note would be seen as if the GP had advised that the employee is 'not fit for work'. The employee does not need to obtain another Fit Note and would remain absent from work due to sickness.

12. Can an employee return to work before their Fit Note expires if they feel well enough?

Employees may request to return to work before a Fit Note expires. In long-term sickness absence cases, the school may require confirmation of fitness for work (for example via GP confirmation and/or Occupational Health advice) to ensure a safe return to work.

13. Is a fit note required for school holidays?

Support staff:

Yes, school holidays *do* count towards sickness absence if the employee remains unfit for work during the holiday period.

Support staff are paid for school holidays through the paid weeks / annualised pay arrangements. Because they are still employees and still paid, sickness is regarded as continuous across the holiday. Where an absence runs up to the end of term and continues, the school should request Fit Notes to cover the holiday period. Holiday periods therefore count towards cumulative sickness, including:

- Occupational sick pay calculations
- Long-term absence thresholds
- Attendance management triggers

Teachers:

Yes, school holidays also count for teachers where the illness continues through the holiday period.

Teachers are employed and salaried year-round, not term-time only. If a teacher is medically unfit at the end of term and remains unfit, the sickness is treated as continuous across the holiday.

- Schools are therefore entitled to:
 - Request continuous Fit Notes
 - Count the holiday period towards sickness absence totals (but not sick pay)
 - Apply sick pay provisions accordingly

School holidays do NOT count as sickness absence if the employee is fit for work at the end of term, and there is no medical evidence covering the holiday period. In those cases the sickness ends on the last working day and a new absence would only start if the employee remains unfit when the school reopens.

Because the sickness is broken:

- The absence should be treated as two separate periods
- Cumulative absence totals should be updated accordingly

- Triggers should be assessed based on recorded sickness only, not assumed illness during the holiday

If however an employee remains medically unfit during a school holiday, that period counts as sickness absence for both teachers and support staff, and Fit Notes should cover the holiday.

14. What is a Return-to-Work Meeting?

Following any period of absence, regardless of the length of the absence, a return-to-work meeting should be convened as soon as the employee returns to work. This would ideally be within 48 hours of the employee returning to work, but no later than 5 working days after their return.

Return-to-work meetings are informal and there is no statutory right to be accompanied. However, employees may request to be accompanied by a union representative or colleague for support; the discussion should not be unduly delayed if a companion is unavailable.

The meeting should focus on the employee's welfare and consider the reasons for their absence and whether any support can be offered by the school to prevent a reoccurrence. The genuineness of the absence should not be questioned at any time.

This meeting would also be the forum for the employee to raise any concerns they have regarding any aspect of their employment that is impacting on their wellbeing.

At the meeting the employee should be notified as to whether they have 'triggered' in accordance with the procedure and, if they have, explain that they will shortly receive an invitation to an Attendance Management Meeting, where formal action may be considered in accordance with the procedure. A notification of concern should not be issued at the return-to-work meeting.

Formal Action

15. What are the current trigger levels?

The current trigger levels within schools which have been agreed by the LA and the relevant Trade Unions are:

Local Government Service (LGS) Employees

- **10 days (pro-rata for part-time employees) or 3 occasions within a rolling 12 month period**

Teachers

- **12 days (pro rata for part-time employees) or 4 occasions within a rolling 12 month period.**

The trigger levels are subject to review and may be modified from time to time following consultation with the relevant Trade Unions.

16. Are trigger levels different for part time employees?

The trigger levels are pro-rated to the number of days worked by individual employees. The number of occasions is not pro-rated. The amount shown above applies to a full time employee, working 5 days per week.

17. An employee attends work in the morning but then goes home due to sickness. Does this count towards this sickness levels?

If an employee attends work in the morning but goes home later in the morning, then only the afternoon session would count as sickness as the employee has attempted to work during the morning and would be recorded as attending work for half a day. If the employee attends work in the morning and leaves early in the afternoon session then no absence would be recorded, for the same reason as above.

In terms of triggers, it should be noted that employees could potentially 'trigger' after 3/4 half days have been missed i.e. 3/4 afternoons. This will need to be considered during the Sickness Absence Interview as to whether a notification of concern is issued.

18. What is a Sickness Absence Interview and when should this be conducted?

If an employee has 'triggered' under the procedure, the process requires you to invite the employee to a Sickness Absence Interview. At the Return-to-Work meeting (see above), the employee should be notified whether they have 'triggered' in accordance with the procedure, therefore being invited to a Sickness Absence Interview should not come as a surprise. The employee should be given 10 days notice of the date of the meeting and should be advised of their right to be accompanied by a trade union representative or work colleague.

The purpose of the Interview is to establish the facts regarding the absence(s), examine the employee's record, identify any patterns in their absence levels and to try to tackle any workplace issues that are impacting on the employee's wellbeing. There should also be an exploration of what support and guidance is available to the employee i.e. PAM Assist, Occupational Health, adjustments within the workplace, etc.

At the end of the Interview the manager will need to consider whether it is appropriate to issue a Notification of Concern (NOC). Before making a decision, consideration should be given to the employee's overall attendance record and patterns of absence and any evidence that they have presented in the meeting.

There must be an adjournment before the decision is delivered to the employee to allow sufficient time to consider the information available and decide on the appropriate course of action. Advice can be obtained from the School's HR Business Partner, if required.

The procedure makes provision for a 1st and 2nd NOC before consideration of dismissal. Employees will have the right to appeal against the issuing of either a 1st or 2nd NOC by putting this in writing within 10 working days of the date that the decision is delivered to the employee. A committee from the Governing Body hear appeals made by employees.

19. What are Notifications of Concern (NOC)?

A NOC is a clear indication to an employee who has 'triggered' under the procedure, that particular effort is required to improve their attendance levels and that, for whatever reason, their current attendance levels are not acceptable.

A first NOC is 'live' for a period of 6 months from the date that the employee is informed of the decision. The attendance levels of the employee should be monitored regularly throughout this period and if attendance is satisfactory over the 6 month period the NOC will be considered to have lapsed and will be treated as spent.

If the employee's attendance levels have not improved and the employee has 'triggered' within the 6 month period, a second NOC may be issued. A second NOC is 'live' for a period of 12 months. Again, the attendance levels should be monitored regularly throughout this period by holding review meetings with the employee and if attendance is satisfactory over the first 6 months, the NOC will be reduced to the level of a first NOC. After the second 6 month period, if attendance has improved then the NOC will be considered to have lapsed and will be treated as spent.

If there is further absence within the initial 6 month period, whilst the second NOC is 'live', then dismissal may need to be contemplated, taking into consideration the reasons for the absence, but focusing on the impact of the absence on the school.

20. Can the employee be accompanied?

Employees have the statutory right to be accompanied by a recognised trade union representative or work colleague at all formal attendance management meetings, including sickness absence interviews, formal review hearings, dismissal hearings, and appeal hearings.

21. Can a notification of concern be issued to an employee who has cited their absence as 'work related'?

All information related to the absence should always be carefully considered. A NOC can be issued regardless of the reasons for the absence, as it conveys to the employee that particular effort is required in order to improve their attendance levels. Therefore, a NOC may be issued to an employee who cites their absence as attributable to their work.

Long Term Sickness Absence

22. When does a period of absence become long term?

When the absence is 20 working days (4 weeks) or more then it would be classed as long term sickness absence.

23. Do you have to wait for an employee's occupational sick pay entitlement to expire before they can be dismissed due to their sickness?

You do not have to wait for the employee's entitlement to occupational sick pay to expire before you contemplate dismissal. If the employee is classed as being on long term sickness, and advice from Occupational Health and/or the employee's GP suggests that the employee is unlikely to be fit to return to work in the foreseeable future, then action may be taken to terminate the employee's contract within the school.

Consideration should be made as to whether the employee is likely to meet the criteria for ill health retirement, if they are currently paying into the Local Government Pension Scheme or the Teachers' Pension Scheme. Further advice regarding whether they are likely to meet the criteria

for ill health retirement can be obtained from Occupational Health, before submitting an 'Ill Health Retirement Referral'.

24. What should I take into consideration before dismissing an employee for long term sickness absence?

In order to contemplate dismissal you would need to demonstrate the following:

- Strategies to facilitate a return to work and support regular attendance have been considered and discussed with the employee especially in the case of disabled employees;
- Up-to-date advice from Occupational Health has been obtained within the last 3 months and considered;
- That the absence has an impact on the school;
- The school has maintained regular contact with the employee and the employee is aware of the procedure and the potential action that may be taken if they are unable to return to work;
- Advice has been sought from your HR Business Partner.

Short Term Persistent Absence

25. An employee has had a high number of short term absences. Can they be dismissed for this?

If an employee has high levels of short term absences then they can be dismissed in accordance with the procedure. In order to dismiss, the employee must have been issued with a 1st and 2nd NOC which must be live at the time the decision is made to dismiss.

If an employee has a live 2nd NOC and they trigger within the first 6 months, then you may decide that the case needs to be referred to the Staff Dismissals Committee to question whether the school can accommodate the high levels of sickness.

For both the short-term and long-term processes, dismissal on the grounds of sickness absence should only be considered as a last resort following a fair and reasonable process. The school will need to ensure that all reasonable adjustments and alternatives to dismissal have been explored, up-to-date medical advice obtained within 3 months, and that the employee has been given the opportunity to make representations at a formal hearing. A HR representative needs to be present for all dismissal hearings.

Maternity Related Absence

26. Can a pregnant employee be issued with a notification of concern?

A pregnant employee cannot be issued with a NOC if the absences resulting in the trigger are related to their pregnancy.

If the pregnant employee is absent for reasons not related to their pregnancy and this results in the employee reaching a 'trigger', then they can be issued with a NOC, as long as it is clear that the absence is not attributable to the pregnancy.

27. Does a maternity related absence count towards the employee's sickness absence record?

Any maternity/pregnancy related sickness absence does not count towards the employee's trigger levels, but will be recorded on the employee's sickness absence record.

Disability Related Absence

28. What are reasonable adjustments?

The Equality Act 2010 highlights that, as an employer, you have a duty of care to make reasonable adjustments within the workplace to support disabled employees to undertake their role. This does not only mean amending the physical building, but extends to all arrangements such as adjusting work hours, altering working patterns and amending sickness trigger levels.

There may be cases when you are uncertain as to whether an employee is covered by the Equality Act 2010. It would be prudent to assume that the employee is covered and to consider what adjustments, if any, are possible to allow them to undertake their role. A referral to Occupational Health may be appropriate to ascertain a view on whether the employee is likely to meet disability requirements of the Equality Act 2010.

It is not possible to provide an exhaustive list of all what reasonable adjustments. However, examples could include:

- Altering the working pattern of the individual;
- Making adjustments to the premises;
- Allocating some of the duties to another person;
- Adjusting the absence trigger levels for the individual;
- Acquiring or modifying equipment; and
- Allowing time off during work hours to attend assessments, treatment or rehabilitation.

29. How can you determine whether an adjustment is reasonable?

In determining whether suggested adjustments are reasonable, the following points should be considered (this list is not exhaustive):

- Whether the adjustments will help to mitigate against the disadvantage - will it work?
- Whether it is practical for the school to make the adjustments?
- What the financial and other costs would be to the school in making the adjustments?
- Any other impact of the adjustments on the school?
- Whether there is any financial support or assistance available to the school e.g. from Access to Work?

30. What if there are no reasonable adjustments that can be implemented to help the employee undertake their role within the school?

If it becomes apparent that there are no reasonable adjustments that would allow the employee to take on the requirements of their role, then it could potentially lead to dismissal through the Attendance Management Procedure. However, the school would need to be able to demonstrate that:

- The duties that the employee cannot fill are essential to the job that they are employed to undertake;
- Alternatives and adjustments have been considered and discussed with the employee;
- Advice has been obtained from the relevant professionals i.e. Occupational Health, GP and Access to Work;
- Written records have been kept at every stage of the process; and
- Redeployment within the school has been considered.

31. What is Access to Work?

Access to Work is a UK Government-funded scheme run by the Department for Work and Pensions (DWP). It provides practical and financial support to help employees with a disability, long-term health condition, or mental health condition to start work, remain in work, or return to work.

The scheme is designed to remove work-related barriers by funding support above and beyond an employer's legal duty to make reasonable adjustments. Access to Work provides individualised support, based on the employee's role and needs. This may include:

- Specialist or assistive equipment and software
- Adaptations to existing equipment
- Support workers, such as job coaches, note-takers, or readers
- Communication support, including British Sign Language (BSL) interpreters
- Help with additional travel costs where public transport cannot be used
- Access to the Mental Health Support Service, including help to develop a workplace support plan

Support is usually provided as a non-repayable grant and does not affect the employee's benefits.

The actual application to Access to Work must be made by the individual employee and not by the school. The school may be asked to support the application, for example by confirming job details or agreeing to recommended support. In some cases, employers may be expected to contribute to costs, depending on the size of the organisation and the type of support agreed.

32. Can a disabled employee be issued with a notification of concern?

The Attendance Management Procedure ensures that a single approach is taken in managing sickness absence regardless of whether the absence is attributable to a disability. Therefore, employees who do have a disability are not exempt from the procedure and disabled employees can be issued with a NOC if they have triggered and taking into consideration their health issues and any reasonable adjustments.

Calculating Sick Pay

33. How to calculate sick pay for Support Staff? (Green Book)

Green Book sick pay is based on:

- Length of continuous local government service

- Rolling 12-month period, not per absence - Entitlement does not “reset” until sickness falls out of the rolling 12 months
- Paid at full pay then half pay, subject to entitlement limits
- “Month” is calendar-based, not four-week blocks
- Once entitlement is exhausted, the employee moves to nil pay (unless SSP applies)

Continuous service	Full pay	Half pay
Less than 4 months	1 month	Nil
4 months – 1 year	1 month	2 months
1 year – 2 years	2 months	2 months
2 years – 5 years	3 months	3 months
5 years +	6 months	6 months

Step 1: Identify continuous service - Use continuous local government service, Previous LA service usually counts (check breaks carefully)

Step 2: Look back over the previous 12 months - Add up all sickness absence in the last 12 months, including full-pay sickness and half-pay sickness. Do not reset entitlement at the start of a new absence

Step 3: Deduct sickness already taken, for example:

Entitlement = 6 months full pay + 6 months half pay

Already used in last 12 months = 2 months full pay & 1 month half pay

Remaining entitlement = 4 months full pay & 5 months half pay

34. How to calculate sick pay for Teachers (Burgundy Book)?

The Burgundy Book uses working days, not months like the Green book and also the whole of the teacher’s service, not just Local Government service. Teacher’s sick pay is calculated over a 12-month period, but entitlements are refreshed every year on 1st April.

Continuous service	Full pay	Half pay
During 1st year	25 working days	50 working days
During 2nd year	50 working days	50 working days
During 3rd year	75 working days	75 working days
4th year +	100 working days	100 working days

Step 1: Confirm teacher’s sick pay year - based on continuous teaching service

Step 2: Check sickness taken in last 12 months - Count working days only and include sickness during term time, sickness on INSET days. School holidays do not count as sick days under the burgundy book.

Step 3: Deduct days already used – for example: (teacher with 4+ years’ service):

Entitlement = 100 days full pay + 100 days half pay

Already used in last 12 months = 60 days full pay & 20 days half pay

Remaining = 40 days full pay & 80 days half pay

35. When does new sick pay entitlement come into effect?

Teachers (Burgundy Book):

New sick pay entitlement starts on 1 April each year. The Burgundy Book operates on a fixed sick leave year running from 1 April to 31 March. At the start of each new sick leave year (1 April), a teacher's full contractual sick pay entitlement is restored, based on their length of service - even if a teacher has exhausted sick pay late in the year, entitlement refreshes again on 1 April.

If however a teacher is on sickness absence that started prior to 1st April and carries on past 1st April then the new entitlement will start once the current sickness absence has ended and the employee has returned to work. The absence remains in the previous years' entitlement as it started.

Support Staff (Green Book):

There is no single annual "start date" for new sick pay entitlement. The Green Book sickness scheme works on a rolling 12-month basis. Any paid sickness absence (full or half pay) taken in the previous 12 months is deducted from the employee's total entitlement when a new period of sickness begins.

Under the Green Book sickness scheme, continuous service continues to accrue during sickness absence. If an employee reaches a new length-of-service threshold while they are off sick, their occupational sick pay entitlement increases from that anniversary date, and the higher entitlement applies to the remainder of that sickness absence. It does not increase entitlement for the period of absence before the qualifying date.

36. What is Statutory Sick Pay (SSP)?

SSP is the legal minimum sick pay that employers must pay to eligible employees when they are off work due to illness. It is paid by the employer through payroll.

37. When is SSP paid and who is eligible?

SSP is not paid from day one of sickness absence. This has changed recently from starting on day 4. All employees qualify, regardless of earnings.

38. How much is SSP?

From 6 April 2026: £123.25 per week, or 80% of the employee's average weekly earnings (AWE) (whichever is lower)

39. How long can SSP be paid?

SSP can be paid for up to 28 weeks in any period of sickness (or linked periods). Once SSP is exhausted:

- Your payroll provider issues Form SSP1
- The employee may apply for Employment and Support Allowance (ESA)

40. How does SSP interact with Occupational Sick Pay?

Where an employee is entitled to contractual / occupational sick pay, SSP is included within that payment, not paid on top. The employee receives their normal contractual sick pay, and SSP forms part of it.

Appendix 1: Occupational Sick Pay Worked Examples

Example 1 – Green Book (support staff)

- 8 years' service
- Entitlement: 6 months full + 6 months half
- Last 12 months sickness:
 - 3 months full pay
 - 2 months half pay

Current absence entitlement:

- 3 months full pay remaining
- 4 months half pay remaining
- Then nil pay

Example 2 – Burgundy Book (teacher)

- 6 years' service
- Entitlement: 100 days full + 100 days half
- Absent continuously from 1 October
- Uses:
 - Full pay until day 100
 - Half pay until day 200
- Christmas, Easter, summer holidays do not consume days, but absence continues

Appendix 2: Occupational Sick Pay Flowchart:

