

OVERVIEW OF CHANGES

	Current Policy	Revised Policy
1	Overview	
1.1	All employees except Chief Officers are covered by our policy for reporting and managing absence and sick pay. Self-employed contractors are not covered.	<i>All employees, except Chief Officers and those employed under the delegated powers of governing bodies or community and voluntarily controlled schools, are covered by our policy for reporting and managing absence and sick pay. Governing bodies of these schools are strongly urged to adopt this policy for non-teaching staff within their delegated powers. Self-employed contractors are not covered by this policy.</i>
3	If you are sick or injured	
3.1	If you are sick or have suffered an injury, you should phone your manager as soon as possible to let them know that you will be absent. This should be not more than 60 minutes after your usual start time. Your manager will inform you if the nature of your duties requires you to report in before your normal start time.	<i>If you are sick or have suffered an injury, you should phone the Councils absence triage service provide by FirstCare to report your absence on 0333 3218129 https://iderby.derby.gov.uk/occupational-health-and-safety/health-and-wellbeing/absencetriage-service-firstcare . This should be as soon as you can, and at least 60 minutes before your usual start time. Your manager will inform you if the nature of your duties requires you to report in any earlier than this.</i>

		<i>Firstcare will notify your manager of your absence.</i>
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	Current Policy	Change
3.2	Return to Work	
	You should phone your manager if you are not able to return to work on the date you previously stated, unless you have a doctor's certificate, or have agreed a different process, such as a reasonable adjustment. You must speak to your manager, or an agreed substitute yourself, unless you are medically unfit to do so. In this case you can ask somebody else to make contact for you.	<i>You should phone FirstCare to close (end) your absence when you know when you will be returning to work. If you are not able to return to work on the date you previously stated, you should call FirstCare to inform them of this change. You must speak to the absence triage service yourself unless you are medically unfit to do so.</i>
3.4	Keep in Contact	
	If you do not keep in contact with your manager, they will make every effort to contact you. Different methods of communication may be agreed with your manager.	<i>Your manager has a duty of care to you under this policy and may still need to contact you during your absence. If you do not keep in contact with your manager, they will make every effort to contact you. If your absence is long term, your manager will maintain contact with you. Different methods of communication may be agreed with your manager. The absence triage service does not replace the role of your manager during your absence from work.</i>