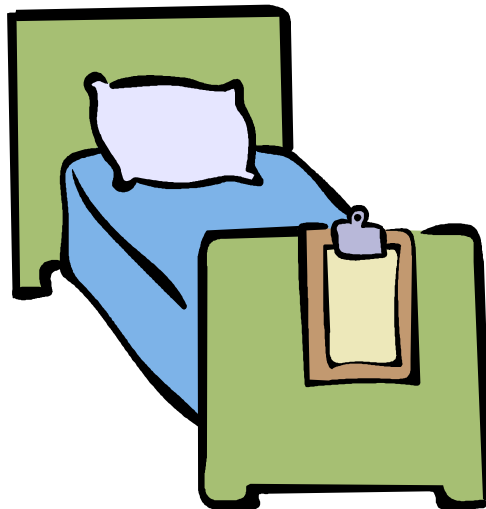




**SICKNESS ABSENCE AND MATERNITY  
LEAVE POOLING ARRANGEMENTS  
FOR SCHOOL STAFF – 2014/2015**



**Issued January 2014**

# **SICKNESS ABSENCE AND MATERNITY LEAVE POOLING ARRANGEMENTS FOR SCHOOL EMPLOYEES 2014/15**

## **1. Introduction**

1.1 These arrangements have been set up at the request of schools. The arrangements are overseen by Schools Finance Services Manager, supported by the School Funding Manager and a teacher(s) nominated by Barnet Headteachers Conference as necessary. The Heads Advisory Group is consulted on possible scheme changes. Day to day administration of the scheme is undertaken by the Schools Accountancy Section on a paid basis.

1.2 Two separate “pool accounts” will be set up for the year. Schools may join either just the Long Term Sickness and Maternity Leave pool, or the Long Term Sickness and Maternity Leave pool and Medium Term Sickness pool.

1.3 Schools will be invoiced for the annual contribution for taking part in the pool (or pools) in the summer term. If at the end of the financial year (this will be determined at outturn in April 2015), the account is under-spent surplus money will be returned to schools in the proportions in which they contributed to the account. If the account is over-spent, the amount will be charged to schools in the proportion to which they are contributing to the account. The position of the pools will be reviewed at the end of each term and schools will be advised in the Spring Term if a supplementary contribution is likely to be required.

1.4 Contributions to the scheme are based on the number of staff (full time equivalent (fte), not a per pupil rate).

1.5 Maternity leave claims will be paid out for 60 week days from the commencement of maternity and in addition to the summer holidays all school holiday periods falling within these 60 days will not be payable.

1.6 Children’s Centres staff at schools are included in the scheme and reimbursements will be made for the Centre working year (48 weeks) rather than the school working year (40 weeks), in recognition of this there is a 10% supplement on the contribution rate for such staff. Reimbursement rates for staff have been expanded to include Children’s Centre staff. All claims for Centre staff must be annotated “CC”. The four weeks that the fund will not pay out are the last two weeks in August and two weeks closure at Christmas.

1.7 Academies – this facility is available for academies in LB Barnet to participate in subject to the conditions set out in this document.

## **2. General conditions**

2.1 Schools taking part in these pooling arrangements must be committed to dealing with sickness and disciplinary cases at the appropriate time. In particular, with regard to potential long-term sickness problems, obtaining and following the advice of their Personnel Service and if appropriate, referral to their Occupational Health Service is essential.

2.2 Reimbursement will be claimed by schools termly in arrears.

2.3 The calculation of contributions is based on the FTE staff numbers permanently employed by the school as at January 2014 to be obtained from the Council's payroll system or from external payroll services. Schools using an external service must submit a payroll report for January 2014 certified by the Headteacher to substantiate the number of full time equivalent (fte) staff permanently employed by the school at that time.

2.4 Contributions to the pool must be paid before the end of the summer term.

2.5 Claims for the Spring Term 2015 must be submitted by 31 March 2015 or such other date as may be advised depending on term dates. Late claims will not be reimbursed and cannot be carried forward.

2.6 The Barnet standard school term dates will be used for claim calculations.

2.7 Schools using an external payroll provider will need to supply copy medical certificates and MATB1 forms as applicable for each claim.

2.8 Phased returns to work – where a person has had a serious illness a doctor or occupational Health may recommend that the person returns to work on part-time basis and increase their hours gradually to reach their contracted hours. The Long-term scheme supports phased returns in principle to assist staff to manage their adjustment to full time work.

All cases are considered on an individual basis subject to the following conditions

- The phased return is proposed by the person's doctor or Occupational Health
- There is a plan of how the full contracted hours will be achieved
- Time limit - the phased return is supported from the first day of return for maximum of 75 week days (including school holidays, which remain outside the scheme for payments) or until the individual returns to work at their contracted hours, whichever is soonest.

Schools wishing to apply for financial support for a Phased Return must complete an application form prior to the person's planned return to work and submit it to the Schools Accountancy Section for approval.

2.9 Any queries requiring interpretation of the Pooling Arrangements will be decided by the Schools Finance Services Manager who will refer matters to the management group for decision, where there is no precedent.

### 3. Participation Procedure

3.1 Schools wishing to participate should indicate their intention via the Traded Services buy-back procedure.

3.2 Schools can estimate the cost of participation using the rate(s) set out below multiplied by the school's total full time equivalent staff (excluding temporary or sessional staff). A Quotation can be obtained from the website

[http://www.barnet.gov.uk/WorkingWithChildrenInBarnet/info/20004/school\\_funding\\_and\\_finance](http://www.barnet.gov.uk/WorkingWithChildrenInBarnet/info/20004/school_funding_and_finance)

or direct from the Schools Accountancy Section. Those schools using an independent Payroll Provider should liaise with Schools Accountancy Section to obtain an accurate quotation.

3.3 Enquiries to [schools.accountancy@barnet.gov.uk](mailto:schools.accountancy@barnet.gov.uk)

Or Schools Accountancy Section,  
Building 4 NLBP, Oakleigh Road South, London N11 1NP

### 4. LONG TERM SICKNESS POOL

#### What you pay in

4.1 The contribution for this pool for is as follows:

Schools	<i>£334 per fte staff</i>
Childrens Centres	<i>£367 per fte staff</i>

#### Long term sickness & other absences - what you will get reimbursed for

4.2

- long term sicknesses of more than 35 school working days;
- any suspension in excess of 35 school working days;
- any jury service in excess of 35 school working days,

4.3 Claims will be reimbursed for each school working day for which the member of staff is in receipt of full sickness pay or pay in lieu of notice (in cases of retirement on grounds of ill health) beyond the 35 day trigger point. When staff move to half pay under the sickness arrangements (this currently only applies to non-teaching staff), reimbursement will be halved. When pay ceases no further claims will be reimbursed.

4.4 Absences, which began before 1 April 2014 will be treated as a continuous period of absence and can be claimed accordingly. Absences, which are not continuous but relate to the same condition, may be treated as continuous at the discretion of the Schools Finance Services Manager and all relevant details should be submitted in an email.

## Long term sickness and other absences - what you will get reimbursed

4.5 The reimbursement rates for 2014/15 are as follows -

<i>Type of Staff</i>	<i>Rate</i>
Teachers (including Heads Deputies etc)	<i>£171 per day</i>
LSA's/Welfare/Classroom Assistants	<i>£91 per day</i>
Nursery nurses	<i>£109 per day</i>
Admin staff ( including secretaries, bursars etc)	<i>£114 per day</i>
Technicians and School Officers	<i>£99 per day</i>
Caretaker (including assistant caretakers)	<i>£80 per day</i>
Mealtime supervisors	<i>£9.27 per hour</i>
Cleaners	<i>£9.27 per hour</i>
Catering	<i>£9.27 per hour</i>
Children's Centre - management/Outreach workers	<i>£131 per day</i>
Children's Centre - childcare workers	<i>£85 per day</i>

The rates are based on 90% of the typical supply rate per day quoted by agencies or for non teaching staff 90% of common grades. Reimbursement of part time staff will be on a pro rata basis.

### Maternity Leave- what you will get reimbursed for

4.6 Schools will be reimbursed for the supply or other rate as set out above for staff on maternity leave or adoption leave (including those, which began before 1 April 2014) for a period of 60 week days.

[Note the 60 days is the approximate equivalent days of pay from the Occupational Maternity Pay schemes for teachers and non-teachers]

4.7 All school holiday periods falling within these 60 week days will not be payable, e.g. for a maternity claim commencing 4/9/14 the actual days payable would be 55 days, being 60 days minus non-term days in the period.

4.8 For maternity leave that commenced in 2013/14, the balance of the previous years 60 days will be payable less non-school days in the current year.

4.9 This provision does not include maternity support leave, attendance at antenatal clinics or any similar short term leave.

### Maternity Leave- what you will get reimbursed

4.10 The maternity leave reimbursement rates for 2014/15 are as set out above under Long-term Sickness above.

## 5. MEDIUM TERM SICKNESS POOL

### What you pay in

5.1 This is an optional addition to the previous pool and the standard contributions will be as follows:

Schools	<i>£76 per fte staff</i>
Children's Centres	<i>£83 per fte staff</i>

### Medium term sickness & other absences - what you will get reimbursed for

5.2

- any medium term sickness between 16-35 school working days,
- any suspensions between 16 - 35 school working days,
- any jury service between 16 - 35 school working days,

### Medium term sickness and other absences - what you will get reimbursed

5.3 Reimbursement will be the same as the rates under Long-term Sickness – please see above.