



Information Governance Team

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Dear Sir/Madam

Freedom of Information Act 2000 (FOIA)

Request ID: FOI459485278

Thank you for your request for information relating to Staff absence scheme for schools.

You have requested the following information:

• Does the Authority provide a staff absence scheme for schools?

Yes, the school's Sickness Absence Scheme is outlined in our school's current Promoting Health at Work Procedure.

• If no, has the authority historically provided a scheme for schools and when did this cease?

Not applicable.

• If yes, is the scheme outsourced to another provider or delivered by the Authority?

No. Schools are responsible for implementing the school's current Promoting Health at Work Procedure and to process sick pay entitlements accordingly.

• If the scheme is outsourced to another provider, which provider is this and when does this agreement expire? Who is responsible for the management of the scheme within the Authority?

Not applicable.

• If the scheme is provided by the authority, can you please provide details of the scheme

including:

o Daily benefit amount reimbursed for each category of staff

The Council pays sick pay in accordance with the relevant National Agreements and Statutory Regulations. The Council provides the option for contractual sick pay to be extended in exceptional circumstances. The schools pay the extension to sick pay, along with the Occupational sick pay entitlements provided in the attached document.

o Waiting period applied to each claim

The waiting periods are based on the length of service which is highlighted in the table on the attached document.

o Are there any exclusions to the scheme? If so, please provide details of this

Not applicable.

o Is the scheme open to Academies?

The Promoting Health at Work Procedure is advised by the Council so Academies are not required to adopt National Agreements or Council-advised policies and procedures.

o How is the price of the scheme determined for each school?

The price is based on the salary of Teachers and Support Staff.

o Who is responsible for the management of the scheme within the Authority?

The schools are responsible for the management of the scheme.

o Number of schools participating in the scheme

The Council believe all Council-owned schools are currently participating in the scheme. However, please be advised the Council are not the HR provider for all Council-owned schools.

o 2021 total contributions made to the scheme and 2021 total claims payments made from the scheme

We confirm that we do not hold this information and are advising you as per Section 1(1) of the Act. We do not record this information on our system. The schools would hold this information so we would advise you to contact them directly to obtain this data.

The supply of information in response to a FOI request does not confer an automatic right to re-use the information. You can use any information supplied for the purposes of private study and non-commercial research without requiring further permission. Similarly, information supplied can also be re-used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response.

Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: infogov@coventry.gov.uk

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email icocasework@ico.org.uk.

Please remember to quote the reference number above in your response.

Yours faithfully

Information Governance

Support staff contracts of employment state:

Sickness and Occupational Sick Pay

The Council has a policy on Promoting Health at Work and you are required to comply with the procedures relating to the management of sickness. Full details will be given on your first day of work.

Scales of Allowances for Occupational Sick Pay:

LENGTH OF SERVICE	SICKNESS ALLOWANCE
<i>During 1st Year of Service</i>	<i>1 Month's Full pay and (on completion of 4 months service) 2 Months half pay</i>
<i>During 2nd Year of Service</i>	<i>2 Months Full pay and 2 Months half pay</i>
<i>During 3rd Year of Service</i>	<i>4 Months Full pay and 4 Months half pay</i>
<i>During 4th & 5th Year of Service</i>	<i>5 Months Full pay and 5 Months half pay</i>
<i>After 5 Years of Service</i>	<i>6 Months Full pay and 6 Months half pay</i>

STATUTORY SICKNESS ALLOWANCE

Entitlement to Statutory sick pay will be paid if you earn above the lower earnings limit each week before Tax and National Insurance but will not be paid for the first 3 days of sickness and can be paid up to 28 weeks from the first day of sickness – More information can be obtained from Payroll Service Centre on telephone 02476978920.

The Council requires you to take all reasonable steps to reclaim any salary paid to you by the Council in respect of a period of incapacity resulting from the negligence of a third party. The salary will be recovered from any damages that may be awarded against or on behalf of a third party.

Teacher's contracts of employment state:

Occupational Pay During Certified Sickness

The Council has a policy on Promoting Health at Work and you are required to comply with the procedures relating to the management of sickness. Full details will be given on your first day of work.

Unless stated otherwise, a teacher will have an entitlement as follows:

LENGTH OF SERVICE	SICKNESS ALLOWANCE
<i>During 1st Year of Service</i>	<i>Full pay for 25 working days and after completing 4 months' service, half pay for 50 working days</i>
<i>During 2nd Year of Service</i>	<i>Full pay for 50 working days and half pay for 50 working days</i>
<i>During 3rd Year of Service</i>	<i>Full pay for 75 working days and half pay for 75 working days</i>
<i>During 4th & 5th Year of Service</i>	<i>Full pay for 100 working days and half pay for 100 working days</i>

In the above table, two half school days are deemed equivalent to one working day.