

Industrial Injury – where an employee is absent from work as a result of an accident, injury or disease as a consequence of performing their job.

Process to follow:

The Employee will:

- ✓ Notify manager of sickness due to an accident, injury or industrial disease sustained in the course of his/her duties



Line Manager will:

- ✓ Notify the sickness absence on MyView
- ✓ Log the accident/incident online at the earliest convenience (within 10 working days)
- ✓ Consult with the Employee Wellbeing Centre
- ✓ Refer the Employee to Occupational Health



Health and Safety Advisor will:

- ✓ Undertake investigation
- ✓ Decide if RIDDOR reportable
- ✓ Produce a report based on findings and forward to the Line Manager/HoS



Line Manager/HoS and Health and Safety Advisor will:

- ✓ Establish industrial injury



Line Manager will:

If industrial injury established:

- ✓ Manage the sickness absence in line with the Sickness Absence Policy and process
- ✓ Notify the Absence Team and request the absence is recorded as industrial injury to ensure the correct payment scheme is used and occupational sick pay entitlement is correctly calculated



Pay and Entitlement



Non-Teaching Staff in line with NJC Pay and Conditions of Service:

- ✓ Absence through industrial injury is recorded separately from absence relating to normal sickness for payment purposes
- ✓ Absence due to an industrial injury is treated separately to other absence in the 12 month rolling period for calculating sick pay.
- ✓ Employees are entitled to receive sick pay in accordance to their length of service.

Example:

Employee has full sick pay entitlement due to length of service and is absent due to industrial injury they will receive:

- 6 months full pay (industrial injury)
- 6 months half pay (industrial injury)

Regardless of other periods of sickness in the preceding 12 rolling period

Teaching Staff in line with STPCD:

- ✓ 100 days at full pay (irrespective of length of service)
- ✓ Once this is exhausted and they still remain off sick due to the injury they will automatically revert to normal sick pay and receive payment in accordance to their length of service

Example:

A teacher has full sickness entitlement due to length of service and is absent due to industrial injury they will receive:

- 100 days at full (industrial injury) sick pay
- 100 days at full (normal) sick pay*
- 100 days at half (normal) sick pay*

* Absence due to sickness in the preceding 12 month rolling period will be deducted excluding absence as a result of an industrial injury



Please note only in exceptional circumstances and with advice from your HR Business Partner:

For Teaching and Non-Teaching staff, an extension of the full pay period can be considered by the school/corporately.



Employee Holiday Entitlement

For non-teaching staff:

- Any sickness absence over 4 weeks accrues at the statutory rate only in line with CCC's Annual leave and Holiday Pay policy



Subsequent periods of sickness absence

The Line Manager will:

- ✓ Seek medical confirmation via OH that the absence is related to the original industrial injury for the absence to continue to be classed and recorded as an industrial injury.
- ✓ Following recommendation from OH, notify the Absence Team in order to ensure the correct payment scheme is used and occupational sick pay entitlement is correctly calculated

For example:

An employee returns to work following a period of absence due to an industrial injury and has been placed on a waiting list for surgery as a result of the injury. The Employee has been given a date for surgery and is likely to be absent from work for a period of 6 weeks.

- ✓ A medical opinion is required to confirm that the operation is related to the ongoing treatment as a consequence of the original injury sustained.