

Maternity & Other Non-Sickness Absence Scheme



Carfield
Primary School

2023/24 Policy

Date Reviewed	Reviewed by	Approved by (Governor Committee)	Next Review
September 2021	Liz Smith	Sarah Anderson	September 2023
September 2023	Jacqui Steel		September 2024
September 2025	Victoria Elliott		September 2026

Contents of Policy Document 2025/6: -

Details of Scheme:

[Principles of Scheme](#)

[Premiums](#)

[Benefits](#)

[Exclusions](#)

[Claims](#)

[Queries](#)

Policy Document for Employee Maternity & Other Non-Sickness Absence Scheme 2025/6

Primary, Secondary, Special and Nursery Schools

This scheme covers absence due to maternity, paternity, shared parental leave, adoption leave and jury service.

1. PRINCIPLES

[Back to Contents](#)

- 1.1 The maternity and other non-sickness absence scheme is owned by and is only available to Sheffield maintained primary, secondary, special and nursery schools, and inclusion units as defined in Annex A of the current Sheffield Scheme for Financing Schools.
- 1.2 A review of the principles of the scheme and the policies will be carried out every 3 years in consultation with the local authority and schools.
- 1.3 Any surplus / deficit on the scheme will not be transferred to the LA revenue account, the (+ or -) balance will be carried forward separately to the following year and taken into account in the calculation of premiums and benefits.
- 1.4 Sign up to the scheme must be on the authorised form by the deadline set. Inclusion in the scheme will not be permitted after this time or part way through the year.
- 1.5 Benefits will be paid out using payroll information to determine the Full Time Equivalent (FTE) of the claimant during the period of the absence.
- 1.6 The LA reserves the right to suspend operation of the scheme, if there is insufficient participation.
- 1.7 All categories of school employees will be insured for absence.
- 1.8 Premium costs will be on a per pupil basis as detailed in section 2 of this document.
- 1.9 Confidentiality requirements will be observed in accordance with the Council's code of conduct and General Data Protection Regulations.

2. PREMIUMS

[Back to Contents](#)

- 2.1 Premiums will be based on pupil numbers from the October 2022 census and will be charged as follows:

Primaries	£18.50 per pupil
Secondaries	£20.50 per pupil
Specials	£52.00 per pupil
- 2.2 No refund or increase in premiums will be made if pupil numbers alter during a financial year.

- 2.3 The premium will be deducted from the schools cash advance, on a monthly basis.

3. BENEFITS

[Back to Contents](#)

- 3.1 The benefit rates for 2023/24 are listed below:

Maternity	£3,500
Shared Parental Leave	£3,500
Adoption Leave	£3,500
Paternity	£700
Jury Service	£100 per day up to a maximum of £1,000

Please note that the employee's full salary cost for the duration of maternity absence will not all be met by the school. Statutory maternity pay will cover part of these costs and the benefit received from the insurance scheme will contribute towards the rest.

- 3.2 Benefits will be paid out per absence, per full time equivalent.
- 3.3 Benefits will be paid out as a one-off lump sum via the cash advance.
- 3.4 Benefits will only be paid for absences that begin on or after the 1st April 2023.
- 3.5 Benefits will only be paid if the electronic absence form in SIMS has been completed and on receipt of a corresponding claim form.
If the school does not subscribe to HR services, then an alternative proof of absence is required e.g. MAT B1 certificate.
- 3.6 Benefits will only be paid out when proof that the absence has attracted a cost to the school is received. Payroll reports showing the adjusted pay in relation to the individual you are claiming for should be sent to the Finance Support Desk asap.
- 3.7 Paternity absence can be up to two weeks, and these two weeks must be continuous. Statutory paternity pay can be claimed for the second week if the employee is eligible.
- 3.8 Shared Parental Leave benefit will be paid in full if the absence exceeds four weeks. For absences less than four weeks a pro-rated amount will be paid based on number of weeks absent.
Paternity Leave benefit will be paid in addition to Shared Parental Leave if the absence is less than four weeks.
The Shared Parental Leave minimum of four weeks does **not** include the two weeks basic paternity leave.
If Maternity Leave benefit is claimed for the birth mother, then Shared Parental Leave benefit **cannot** be claimed as well.

Examples:

Calculation for two weeks paternity leave and two weeks shared parental leave:
Paternity £700 + Shared Parental $\frac{£3500}{52} \times 2 = £135 = \text{£835}$ total benefit.

Calculation for two weeks paternity leave and 8 weeks shared parental leave:
Shared Parental = **£3500** total benefit.

4 EXCLUSIONS

[Back to Contents](#)

- 4.1 Trade union activities and magistrate duties are not covered by this scheme.
- 4.2 Staff who are suspended, are on long-term illness or are no longer employed by the school.
- 4.3 Employees whose absence does not attract a cost to the school, for example new starters, casual workers, employees on low percentage pay.
- 4.4 Academies cannot be included in the scheme. If a school is in the scheme and converts to an academy part way through the year, both the premiums and any benefits already paid will be pro-rated to reflect the conversion date.

5 CLAIMS

[Back to Contents](#)

- 5.1 Schools should make all claims to the Schools Finance Team using copies of the claim form provided. Claims must be made within **three months** of the start of the absence and e-mailed to finhelpdesk@sheffield.gov.uk.
Under no circumstances will claims be paid if made later than **three months** after the first month of absence. For example, maternity leave commencing in April can only be claimed up until the end of July.
- 5.2 Benefits will be paid to schools on a monthly basis, in line with the Cash Advance payments timetable, following the receipt and processing of a correctly completed form.
- 5.3 It is the school's responsibility to check their cash advance reports to ensure that insurance benefits are being received. Any errors must be notified to the Finance Support Desk within three months of the reports being issued. Claims after this time will not be considered.

6. QUERIES

[Back to Contents](#)

Schools that require advice and support about the maternity and other non-sickness absence scheme should contact the **Finance Support Team** on **2736270** or e-mail: finhelpdesk@sheffield.gov.uk