



## Staff Absence Insurance

This is a flexible insurance scheme that is **only** available to schools who also buy our HR Advice and Support package. The scheme helps schools secure income towards the cost of cover for absent staff without the exclusions associated with some private sector products.

Please note, if you wish to join the scheme mid year, we would have to look at pre-existing absences and any maternity cases.

The scheme is flexible and adaptable to suit the needs of your school. There are two levels of cover: standard and premium, further information about these services are available on the schools portal at [www.nottinghamshire.gov.uk/schoolsportal](http://www.nottinghamshire.gov.uk/schoolsportal)

The charges for the scheme are set out in the price tables (available to view on the online interactive ordering system).

Costs of teacher and school support staff cover are based on prices per pupil on roll for primary and secondary schools. Special school costs are based on weighted pupil profile.

### What we offer

- Both levels of package cover sickness, jury service, suspension and paternity leave and actual salary costs (100% of occupational maternity pay + 8% of statutory maternity pay + a portion of on costs) for staff on maternity and adoption leave.
- The scheme covers teachers, teaching and classroom assistants, secretarial and clerical staff, technicians, librarians, midday supervisors and out of school club employees employed by the school.
- The following categories of staff are not included: DSO staff, caretakers, site managers.
- Schools may claim for staff making a phased return from long term sickness absence.
- Supplementary quotations are available from Payroll Services on request for kitchen staff or cleaners employed by the school.

### Our pledge

This is a fully comprehensive package, with no hidden costs or surcharges, from a supplier you have worked with for a number of years and can trust.

## Benefits to your school

- ▶ Guaranteed income towards the cost of staff absence cover.
- ▶ This service represents excellent value for money with no hidden profit margins.
- ▶ The offer is completely flexible – you choose the level of package which best suits the needs of your school.
- ▶ Payments will be made on a termly basis as follows:
  - Summer term – Period 6 (September)
  - Autumn term – Period 11 (February)
  - Spring term – Period 13 (April)
- ▶ The scheme has a capped payment system which avoids the possibility of premium surcharges. If the level of demand in any school term exceeds the funds available, payments to schools will be reduced proportionately.
- ▶ Funds will be allocated and paid on a percentage basis termly as follows: summer term 30%, autumn and spring terms 35%.



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