**Frequently Asked Questions**

1. **Maternity** – Any absence, as a result of a pregnancy related illness, before the 4th week before the Expected Week of Confinement (EWC), falls within the remit of the sickness regulations.

An employee, absent with a maternity related illness, after the 4th week before EWC will be deemed to have commenced maternity leave. If you have already submitted the maternity paperwork to payroll services, please send an amended Change of Details form stating the revised start date.

1. **Recording Sickness Absences** - An employee may have more than one role in school, if they are absent on all jobs you will need to enter the absence on each contracted position separately. Select each job in turn and create an absence. This applies  even if they were not due to work under the contract on that day. An employee is sick on all employments  if they cannot perform their duties due to illness, from the day they fell sick until the day they were fit to return to work, regardless of working pattern, school holidays, weekends or bank holidays.
2. **Maternity Administration Buy Back** – if you wish Payroll Services to carry out the maternity administration on behalf of your school, please complete the  relevant section on the Change of Details forms.  The school copies of the maternity letters will now be sent through the Secure Transfer System – Mouchel.
3. **Unpaid leave** – full days for a full time member of staff should be recorded through ‘absence booking for my staff’ and done in days.  All other unpaid leave should be entered via ‘record working time ‘ and entered as hours using wage type 9AWP