

Staff Absence Workflow

If a member of staff is unwell and unable to perform their duties then it is their responsibility to tell their line manager. The absent member of staff should clearly communicate if any teaching and learning activities are impacted (including but not limited to synchronous sessions, marking and return of feedback, etc.)

In such instances the line manager will:

- Alert the SDTL and relevant Head of Department, providing details of the impacted T&L activities.
- SDTL and HoDs will liaise with Programme Directors and Teaching and Learning Deans (if appropriate) to identify an appropriate response and mitigation.
- It may be necessary to inform the Head of School.

If synchronous teaching is impacted then:

- If the member of staff is able to work (e.g. self-isolating but asymptomatic, or similar) then this can be moved online if appropriate. Note that this is not available should the member of staff be unwell as there is no expectation to work in this circumstance.
- If an appropriate colleague is available and has capacity to deliver the session in the same timeslot then this 'cover teaching' can be provided.
- Postpone and reschedule the session into an alternative time when the member of staff has returned.
- Other appropriate mitigation.

If the marking and returning of feedback is impacted then:

- SDTLs and HoDs should consider if an alternative resource is available to complete the work within the original 15 day TAT. It may be necessary to involve Exams Officers and Programme Directors in order to identify appropriate colleagues to either mark or moderate the work.
- If it is not feasible to identify an alternate then the SDTL should write to the students using a standard template explaining that it is not possible to complete the marking within the usual 15 day TAT. A new date by which either the work will be returned or an update provided should be given. The SDTL will cc the Support Centre into this email for the Support Centre awareness and passing to the Student Support Coordinators who may be dealing with front of house questions about the delay.