



*Education Offices.*  
*Clifford Street, York.*

COPIED 11th August 1933

Circ.No.  
 150/31

21 December 1931

To all full-time Employees  
 of the York Education Committee.

Dear Sir, or Madam,

NEW SICK ALLOWANCE REGULATIONS,  
 1 January 1932.

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I forward herewith copy of the new Sick Allowance  
Leaflet Regulations passed by the City Council on 7th December to  
 take effect as on 1st January 1932. Your particular attention  
 is drawn to the following conditions set out in the leaflet:-

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| <u>New</u><br><u>Appoint-</u><br><u>ments</u>     | 1. No payment to be made to an Officer, which term includes all full-time employees, who is absent between the date of his (her) appointment and the 1st April next ensuing.   |
| <u>Notifi-</u><br><u>cation</u>                   | 2. All cases of absence from duty owing to illness or to any other cause must be reported at once to the Head Teacher. It is the duty of the Head Teacher to notify any absences, on the cards supplied for the purpose, of which further supplies are available from this office at any time. The date of resumption of duty is to be similarly notified on the corresponding card. |
| <u>Medical</u><br><u>Certifi-</u><br><u>cates</u> | 3. In cases of sickness, medical certificate must be sent to the Education Office within the first week of absence and thereafter weekly if required.  |

The Certificate must state:-

- (a) That the Officer is unfit for duty,
- (b) Nature of the illness, and,
- (c) Probable duration of incapacity.

Yours faithfully,

G. H. GRAY

Secretary.