



Long term sickness and maternity insurance claims 2024-25

31 Jan 2025

All claims need to be submitted to Schools HR, FAO: Jackie Bouchier, by **Friday 28 February 2025**, in order to be processed and paid by the end of the financial year.

Where schools have staff who have been signed off sick up to 31 March 2025 (or beyond), please submit claims by 28 February cut-off date, with copies of sick notes that cover absence up until 31 March.

We cannot guarantee that claims received after this date will be processed and paid in time to meet the financial year-end deadline.

For any claims (relating to financial year 2024/25) not received in time to be paid by the end of the financial year, we would remind schools that they need to make an accrual for this payment.

Claim forms

Complete the [long-term sickness insurance claim form and/or maternity insurance claim form](#)

If you have any queries, please contact Jackie Bouchier in Schools HR.

Related content

[HR policies and procedures](#)

Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

Contacts

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