

Policy

Title: SICK PAY ENTITLEMENT FOR ACADEMICS & STAFF LEVEL 4+

Ref: HR/ER/Version 2.0

Last updated: 1 August 2011

THIS POLICY IS THE LATEST VERSION & SUPERCEDES ANY OTHER POLICY THAT YOU MAY HAVE IN YOUR TERMS & CONDITIONS BOOKLET

1. Scale of Allowance

If you are absent from duty owing to illness (which term is deemed to include injury or other disability) you will be entitled to receive an allowance in accordance with the following scale:

- Six months' full pay in any period of 12 months and thereafter half pay.
- After 12 months, any further allowance will be at the discretion of the University.

2. Calculation of Allowance

The following deductions shall be made as appropriate from an allowance equal to full pay:

- i) The amount of Statutory Sick Pay (SSP), or other sickness benefit after the first 28 weeks of absence, or industrial injury benefit receivable under the Social Security Contributions and Benefits Act 1992.
- ii) Compensation payments under the Workmen's Compensation Acts where the right to compensation arises in respect of an accident sustained before 5 July, 1948.
- iii) The amount (if any) received as a treatment allowance from the Benefits and Contributions Agencies. All members of staff shall be under an obligation to declare to the University, in whatsoever manner may be required, their entitlement to benefit under the foregoing Acts and any subsequent alteration in the circumstances on which such entitlement is based, in default of which the University shall be entitled to determine the benefit by reference to the maximum benefit obtainable. Married women exercising their right to be excepted from the payment of full Class 1 National Insurance contributions shall be deemed, in regard to sickness payments, to be insured in their own rights. Accordingly, their allowance will be reduced by the amount of SSP or other benefit that would otherwise be payable to them. The allowance payable under this scheme to any member of staff shall not exceed the sum (if any) by which the amount of benefits, allowances and payments referred to in the foregoing subparagraphs, falls short of his/her full pay. For this purpose, twenty-six working days shall be deemed to be equivalent to "one month." Where the cause of the claim is an injury or accident sustained during the course of employment, a claim for industrial injury benefit should also be submitted.

3. Rules As To Absence Through Ill Health

1. It is your responsibility to notify your Head of Academic Unit or Department, as soon as possible, that you are absent through sickness. If the first day of absence immediately follows a weekend, public holiday or University holiday you should state the day on which the illness started. All periods of sickness or absence, including any period whilst the university is closed, should be reported.
2. A completed self-certification form will be required for absences exceeding three days. Doctor's certificate(s) must be provided for any absence exceeding 7 days. Doctors certificates should be provided at the start of the period they cover, rather than being submitted after you return to work. The University may withhold payment for the number of days for which the notification is late unless there is a good cause for delay.

3. If you are frequently absent through ill-health the University may require you either to visit your doctor or the University's Occupational Health Department. The University reserves the right to request a report from your doctor or the Occupational Health Department as to the state of your health.
4. Breaches of the rules relating to absence through ill-health may be treated by the University as misconduct and lead to disciplinary proceedings against you.
5. If the employee shall receive any payment from a third party (including their own insurance company) in respect of damages for absence from employment due to incapacity, then any sums paid by the University to the employee in respect of the same period of absence shall be recoverable by the University out of such damages as money due to the University.

4. Qualifying Days For SSP Purposes

For the purposes of SSP qualifying days, full-time staff are considered to work seven days per week. Only the days normally worked will be deemed as qualifying days for part-time staff. For staff who work only in certain weeks of the year the qualifying days will be those weeks and Wednesday will be the qualifying day in all other weeks, as provided for by the SSP regulations.

For the guidance of doubt, recovery by the University from a third party shall not extend the period for which the employee is entitled to sick pay.