

CONDITIONS OF EMPLOYMENT GOVERNING ACADEMIC AND RELATED STAFF

APPENDIX 3: SICK LEAVE AND SICK PAY

1. Payment during absences through sickness or injury is provided by the Statutory Sick Pay (SSP) scheme, by State Incapacity Benefit and by the University Sick Leave scheme.
2. Payment under these schemes may be withheld or delayed if notification of absence is not made or is made late, if doctor's certificates are not provided or if there is good reason to believe that the sickness or injury is not genuine.
3. A member of staff who is unable to work through sickness or injury must notify the Head of School as soon as possible. If the absence lasts between four and seven days (including weekends, bank holidays and University closed days) a self-certificate is required and should be sent to the Director of Human Resources. If the absence extends beyond seven days, a doctor's certificate is required by the Director of Human Resources and at regular intervals thereafter as necessary.
4. SSP is payable to the employee through the University for up to 28 weeks. Thereafter State Incapacity Benefit may be claimed by the employee directly from the Department for Work and Pensions.
5. Sick pay under the University scheme is equivalent to full salary (which includes any entitlement to SSP) for the first six months and half salary (also inclusive of any remaining entitlement to SSP) for the next following six months. Outside periods when SSP is payable, sick pay under the University scheme will be adjusted so that the total amount of pay, including entitlement to State Incapacity Benefit (whether it is claimed or not), does not exceed the normal rate of pay - full or half salary as appropriate.
6. In order to calculate periods of sick leave under the University scheme for which salary will be continued, every previous period of absence through sickness or injury during the preceding 52 weeks will be aggregated.
7. The existence of the University Sick leave scheme is not a guarantee of continuing employment in the University.
8. These provisions shall not preclude the Council from continuing the appointment, although such continuation shall not give the member of staff any right to remuneration during continued absence on sick leave except and in so far as the Council may determine.
9. The Council may at any time require a member of staff who is unable to carry out his or her duties as a consequence of sickness or injury to submit to examination by the University Occupational Health Physician or by any other medical practitioner recommended by the University Occupational Health Physician. The member of staff will be asked whether s/he wants UCU to be consulted prior to such a referral.
10. The normal amount of sick pay will be paid where a member of staff is absent because of sickness or injury following an accident but damages should be claimed from the third party in all appropriate cases to cover the full amount of payments by the University during the period of absence. Any money so recovered, less unrecoverable costs, should be refunded to the University and in these cases the period of absence will not be counted by the University as sick leave.
11. University Ordinance 3.22 provides a procedure for the removal of members of the academic staff for incapacity on medical grounds. Part IV of that procedure will normally only begin after the arrangements for sick leave and sick pay have been exhausted.

12. Subject to the prior approval of the Head of Budget Centre, a member of staff may take their statutory holiday at the same time as long term sick leave and receive their normal rate of pay (even if the sick pay is unpaid) or may take it later in the leave year when the member of staff has returned to work. Where a member of staff is unable to take the statutory holiday entitlement in the respective leave year due to continued sickness, the Head of Budget Centre may permit the member of staff to carry forward unused statutory holiday to the next leave year. Permission will not be unreasonably withheld. No payment will be made in lieu of statutory holiday not taken except in the year of termination of employment.
13. If a member of staff is ill during a period of pre-arranged annual leave, s/he should inform the Head of Budget Centre as early as possible during the pre-arranged annual leave and provide the necessary self-certification or doctor's certificate as outlined in paragraph 3. In such circumstances, the days on which the member of staff was ill may be treated as sickness absence instead of annual leave, and the annual leave may be taken at a later stage in the leave year.

Approved by Council, 27 June 2012