

CONDITIONS OF EMPLOYMENT FOR SUPPORT STAFF

APPENDIX 1: SICK LEAVE AND SICK PAY

1. Payment during absences through sickness or injury is provided by a combination of the Statutory Sick Pay (SSP) scheme, by State Sickness Benefit and under the University Sick Leave scheme, as appropriate.
2. Payment under these schemes may be withheld or delayed if notification of absence is not made in accordance with paragraph 3 or if Doctor's certificates are not provided.
3. A member of staff who is unable to work through sickness or injury should notify the Head of School (or designated nominee) on the first day of absence. If the absence lasts between four and seven days (including weekends and University closure days) a self-certificate is required and should be sent to the Head of School. If the absence extends beyond seven days, Doctor's certificates must be submitted to the Head of School to cover any absence.
4. SSP is payable through the University for up to 28 weeks. Thereafter state sickness benefit may be claimed directly from the Department of Social Security.
5. To be eligible for the University Sick Leave Scheme a member of staff shall give details of any past or current illness and may be requested by the Occupational Health Service to undergo a medical examination as a pre-condition of admission to the scheme. Absence on the grounds of sickness must not be attributable to either a member of staff's own misconduct or an injury sustained in their own time on their own account for another employer for private gain. However, this condition may be waived at the discretion of the University.
6. Staff who have completed their probationary period and been confirmed in their appointment will be granted sick leave and sick pay equivalent to their normal salary, including SSP, for 26 weeks in any period of 52 weeks. This period may be extended at the discretion of the University on the basis of full pay, half pay or no pay. Term-time only staff have entitlement pro-rata to the number of weeks worked and are paid only for the normal attendance periods. Outside periods when SSP is payable, sick pay under the University scheme will be adjusted so that the total amount of pay, including State Sickness Benefit (whether it is claimed or not), does not exceed normal salary.
7. Any period of sick leave under the University scheme during which sick pay is granted is calculated by deducting from the entitlement in paragraph 6 above any period, or aggregate of periods, of paid sick leave during the twelve months immediately preceding the first day of an absence through sickness or injury. If a period of sick leave under the University scheme occurs during a period of annual leave, the member of staff is regarded as being on sick leave from the date specified on a self certificate or a Doctor's certificate, as appropriate, and is entitled to take the balance of annual leave at a later date, provided this is taken before the end of the holiday year, or such longer period as may be agreed by the Head of School.
8. The existence of the University Sick Leave scheme is not a guarantee of continuing employment in the University.
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 be medically examined by a member of the

University Occupational Health Service or by any medical practitioner recognised by the Service.

10. Where absence results from injury and a member of staff makes a claim against a third party, a calculation of pay received from the University should be included in the claim. If the claim is successful, the member of staff must inform the Deputy Director of Staffing Services and an amount equivalent to this calculation of pay must be returned to the University. Failure to do so may result in disciplinary action.
11. The requirement to make a refund from damages received does not extend to any sum awarded by the Criminal Injuries Compensation Board.

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