



Sick Leave and Sick Pay Arrangements

Appendix to Conditions of Service

1. The following arrangements have been approved by the Council of the University.
2. The scale of sickness payments to which an employee absent from duty owing to illness (which term is deemed to include injury or other disability) is entitled is as follows:-

During the first three months of service	1 month's full pay
During the first year (after completing three months) of service	2 months' full pay and 2 months' half pay
During the second year of service	3 months' full pay and 3 months' half pay
During the third year of service	4 months' full pay and 4 months' half pay
During the fourth and fifth years of service	5 months' full pay and 5 months' half pay
After five years' service	6 months' full pay and 6 months' half pay

It should be noted that staff employed on a term-time only basis or a part-year basis are eligible to the paid sick leave entitlements above on a pro rata basis. Entitlement to paid sick leave for a term-time only employee or a part-year employee applies only during periods when the employee would normally be at work. All other part-time staff are eligible to receive the above entitlements on a pro rata basis.

For the purposes of occupational sickness payments 22 working days shall be deemed equivalent to one month, Mondays to Fridays inclusive being reckoned in all cases as working days.

3. The conditions applicable to the operation of this scale of entitlements are as follows:-

The Strategy and Resources Committee of the Council of the University shall have discretion in individual cases to extend the above mentioned periods of sick pay provided for under these arrangements. The rate of allowance and the period for which it shall be paid in respect of any period of absence due to illness, shall be ascertained by deducting from the period of benefit appropriate to the employee's service on the first day of absence, the aggregate of the periods of absence due to illness during the twelve months immediately preceding the first day of absence. In aggregating the periods of absence, no account shall be taken of any unpaid absence on sick leave.

4. The following deduction shall be made from an allowance equal to full pay: the amount of sickness benefit receivable under Statutory Sick Pay Regulations during the first 28 weeks of absence and under the National Insurance Acts and Regulations for the period thereafter.
5. The following deduction shall be made from an allowance equal to half pay: the amount by which the total of the allowance receivable as mentioned above plus half pay exceeds full pay.
6. Married women and widows exercising their right to be excepted from the payment of flat rate National Insurance contributions shall be deemed, in regard to the scheme for sickness payments, to be insured in their own right and, as a consequence, deductions in accordance with the preceding paragraph will be made from full pay and half pay at the rate equal to the benefit that would have been receivable had full National Insurance contributions been paid. This provision is distinct from any obligations arising from Employer's Statutory Sick Pay, where separate rules apply.
7. The University will maintain full employer's and the balance of employee's superannuation contributions during any period when an employee receives sick pay less than his/her full pay.
8. An employee who is absent as a result of an accident is not entitled to the above sickness payments/allowances if damages are receivable from a third party. In this event, the University may, having regard to the circumstances of the case, advance to the employee a sum not exceeding the allowance provided under this scheme, subject to the employee undertaking to refund any damages received, the total amount of such allowance or such part thereof as the University may, having regard to the amount of damages received, determine after consultation with the employee or his/her representative.
9. An employee who is prevented by illness from carrying out his/her duties must notify the person to whom he/she is immediately responsible, for example, the Head of the School/Department or the Head of Section, as early as possible on the first day of absence. In addition the employee must also submit to the appropriate Line Manager a completed Self Certificate for Sickness Absence (available from the People & Culture web site and school/department/professional services offices) from the first day of absence. The Line Manager will forward this information to People & Culture. If the absence exceeds seven days (including Saturdays and Sundays) the employee must submit to People & Culture, a

completed and signed Statement of Fitness for Work (Fit Note). Thereafter, such further Fit Notes as are issued at intervals by a Healthcare Professional shall also be submitted to People & Culture.

10. During the first 28 weeks of absence, the University will calculate in accordance with Employers' Statutory Sick Pay Regulations, the amount of Statutory Sick Pay receivable, which amount will then be shown twice on the employee's pay advice slip, as a deduction and as a reimbursement.
11. Where absence through sickness exceeds 28 weeks, the University will deduct from pay the benefit receivable under the National Insurance Acts and Regulations and will forward the doctor's medical certificate(s) to the local DSS office. In such cases, form BS12 (receivable from DSS) should be forwarded to Payroll and Pensions (P&C) in order that any necessary adjustment may be made.
12. An employee who receives an injury or work related ill health during the course of his/her duties must report it to their manager and complete a Safety Incident Form, which can be found at: <http://www.essex.ac.uk/ohsas/hsincident/Report.htm>. Certain accidents and ill health conditions must, by law, be reported to the Health and Safety Executive within legally set timescales. Employees must therefore report such incidents to the University as soon as they can.

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