



Policy on sickness absence - academic and academic related (professional and managerial) staff

- 1.1. The University’s sickness absence regulations aim to provide members of staff with continuity of income during periods of absence due to illness and to deal with cases of a more serious and long term nature sympathetically and equitably. The regulations also include provisions for the payment of statutory sick pay (SSP).
- 1.2. Members of staff must follow the procedures described in paragraph 1.7.
- 1.3. In cases of absence due to illness, the payment of salary will be in accordance with the table below.
- 1.4. Within any span of 12 months payment of allowance shall be for the following periods according to length of service:

	Full pay	Half pay
During the first 3 months of service	1 month (4 wks)	+2 months (9 wks)
After 3 months’ but less than 1 years’ service	2 months (9 wks)	+2 months (9 wks)
After 1 years’ but less than 3 years’ service	3 months (13 wks)	+3 months (13 wks)
After 3 years’ but less than 5 years’ service	5 months (20 wks)	+5 months (20 wks)
After 5 years’ service	6 months (26 wks)	+6 months (26 wks)

- 1.5. Superannuation contributions will continue to be made both by the University and the member of staff on the basis of full salary during both full and half pay periods, without regard to the state sickness benefits, referred to in paragraph 1.6.
- 1.6. Part of the salary paid during sickness consists of state sickness benefits as follows:
 - Subsumed within full salary is SSP, payable for a maximum of 28 weeks.
 - When a member receives half pay, then SSP or national insurance benefits as appropriate will be paid in addition to the half pay, subject to the total amount not exceeding full pay.
 - a married woman who pays national insurance contributions at the reduced rate is regarded as being fully insured for SSP purposes and will be eligible to receive SSP. When SSP ceases an amount equivalent to the national insurance benefit, to which a married woman is normally eligible, will be deducted, even though she will not qualify for this benefit.
- 1.7. In order that sickness absence can be monitored against the entitlement, members of staff must:
 - notify their department on the first day of absence:

- of the nature of their illness and when they expect to return to work (if the absence is expected to exceed three days the department should be asked to forward a self-certificate (form SSP2));
 - whether the illness commenced before the day of notification (e.g. on a Saturday, Sunday or during a holiday);
 - if the illness commenced abroad, the country in which it commenced.
- submit to the department a self-certificate (obtained from the department) if the absence exceeds three days.
 - submit a doctor's statement if the absence exceeds seven days; (further statements should be submitted at intervals as necessary).
- 1.8. When an absence arises from an accident as a result of which damages may be recoverable from a third party, the following arrangements apply:-
- 1.9. The University may, having regard to the circumstances of the case, advance to the member of staff a sum not exceeding the payment arising under these regulations. This advance would be subject to the member of staff undertaking to refund from any damages received the total costs to the University of paying such an advance or such part thereof as the University may, having regard to the amount of damages received, determine after consulting with a member of staff or his/her representative. The requirement to refund the advance or part thereof from damages received should not extend to any sum awarded by the Criminal Injuries Compensation Board.
- 1.10. A member of staff shall, if required by the University at any time during any period of absence, submit to a medical examination by a registered medical practitioner nominated by the University. In the event of a difference in medical opinion as to his/her fitness for work, the member of staff shall be given the option of obtaining further independent medical advice which will be at their own cost. A copy of this advice must be made available to the University.
- 1.11. In the event of the independent medical advice pronouncing the member of staff as fit to resume work the allowance under the Scheme shall cease with effect from the date on which the medical adviser determines that the employee should return to work.
- 1.12. The above University regulations were introduced with effect from 1 March 1996. Staff who were in post before that date whose qualifying period of service would, under the new arrangement, entitle them to less than a period of up to 13 weeks ill health absence on full salary in any twelve month period will nonetheless be entitled to this maximum period on full pay, so as not to disadvantage them.