



## Policy on support staff sickness absence

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### 1. Introduction

- 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. All members of support staff are eligible for admission to the University sickness payment scheme except temporary support staff (where the period of employment is 4 months or less) or casual employees.
- 1.3. The procedure for managing short term and long term sickness absences can be found in the Support Staff Procedural Agreement available at: [http://hr.leeds.ac.uk/download/downloads/id/55/support\\_staff\\_procedure\\_agreement](http://hr.leeds.ac.uk/download/downloads/id/55/support_staff_procedure_agreement)

### 2. Allowances

- 2.1. In cases of sickness absence, the payment of salary will be in accordance with the table below. Within any span of twelve months payment of allowance shall be for the following periods according to length of service.

Level of Service	Full Pay	Half Pay
During the first 3 months	2 weeks	+2 weeks
After 3 months but less than 1 year	2 months (9wks)	+2 months (9wks)
After 1 year but less than 3 years	3 months (13 wks)	+3 months (13wks)
After 3 years but less than 5 years	5 months (20wks)	+5 months (20wks)
After 5 years	6 months (26 wks)	+6 months (26wks)

### **3. Statutory sick pay**

- 3.1. During full pay, SSP is subsumed within this and is payable for a maximum of 28 weeks. When a member receives half pay, then SSP or incapacity benefits as appropriate will be paid in addition to the half pay, subject to the whole amount not exceeding the normal full pay.
- 3.2. If SSP is not payable, staff may be able to claim Incapacity Benefit through the local Jobcentre Plus office.

### **4. Pension contributions**

- 4.1. Superannuation contributions to PAS 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.

### **5. Eligibility for allowance**

- 5.1. In order to be eligible for sickness allowances, members of staff must:
  - 5.1.1. make every reasonable effort to notify their line manager on the first day of absence with an indication of the nature of the illness and the probable date of return. Staff should indicate whether the illness commenced before the day of notification (eg. on a Saturday, Sunday or during a holiday);
  - 5.1.2. submit a self-certificate if the absence exceeds three days (SSP2 form available from the School/Service or the web at [http://hr.leeds.ac.uk/download/downloads/id/18/personal\\_sickness\\_notification\\_for\\_m](http://hr.leeds.ac.uk/download/downloads/id/18/personal_sickness_notification_for_m));
  - 5.1.3. submit a doctor's statement if the absence exceeds 7 days (further statements should be submitted at intervals as necessary).
- 5.2. 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.
- 5.3. In the event of the independent medical adviser 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.

### **6. Absences resulting from accidents**

- 6.1. Where an absence arises from an accident as a result of which damages may be recoverable from a third party, the following arrangements apply:
- 6.2. The University will usually pay sick pay as normal under the scheme, subject to the member of staff undertaking to refund the University from any damages received. The requirement to refund allowance from damages received shall not extend to any sum awarded by the Criminal Injuries Compensation Authority.

## **7. Sickness during holidays**

- 7.1. A member of staff who falls sick during the course of his/her annual leave shall be regarded as being on sick leave from the date of his/her medical certificate and is entitled to take the balance of annual leave at a later date after his/her return to work, provided that the procedure in 5(a) has been followed and that holiday is taken in the current leave year or such longer period as may in exceptional circumstances be agreed by the University.
- 7.2. Where a public holiday or a day when the University is officially closed occurs during a period of paid sickness absence, the sickness allowance shall be suspended and holiday pay substituted and such a day shall be ignored for the purpose of calculating sickness allowance.

## **8. Industrial disease or Injury**

- 8.1. Where a member of staff is absent due to industrial disease or injury, he/she will normally be entitled to an allowance in accordance with the table in section 2, except, in cases where the member of staff is absent during the first 3 months of service he/she will be entitled to an allowance based on an assumed 3 months service.
- 8.2. Absences for Industrial disease or injury will not count towards the normal sickness allowance.