

Sick Leave and Pay Entitlements – Annex 4

OCCUPATIONAL SICK LEAVE & SICK PAY – PROFESSIONAL SERVICES AND RESEARCH STAFF

Entitlement to Occupational Sick Pay accrues with length of service. The entitlements shown below are based on a five-day week. The entitlement for part-time staff who work less than five days per week will be calculated on a pro rata basis.

1. During sick leave

the full amount of the normal weekly wage or monthly salary is paid for the periods set out below under the heading “Full Pay”, according to length of service, and when entitlement to full pay has been exhausted, half the amount of the normal weekly wage or monthly salary is paid for the periods set out below under the heading “Half Pay”, according to length of service, subject in all cases to the relevant deductions being made therefrom.

2.

Length of Service	Full Pay	Half Pay
During the first year of service	1 month (21 days)	nil
and after completing 4 months' service	1 month (21 days)	2 months (43 days)
During the second year of service	2 months (43 days)	2 months (43 days)
During the third year of service	4 months (86 days)	4 months (86 days)
During the fourth and fifth years of service	5 months (108 days)	5 months (108 days)
After competing five years service	6 months (130 days)	6 months (130 days)

3. The periods of service set out above must have been completed before the first day of the sick leave in question to qualify for the relevant periods of entitlement.

Earlier periods of paid sick leave during the 12 months immediately preceding the first day of absence will be deducted from the relevant periods of entitlement.

No account is taken of any absence which, in accordance with item 4 below, is not treated as sick leave.

4. Where agreed by the Head of Human Resources, the following periods of absence are not counted against sick leave entitlement:

- (i) Absence arising from an accident occurring to an employee in the course of his/her duty.

- (ii) Absence due to an infectious or industrial disease contracted by an employee while on duty.
5. An employee who falls sick during the course of his/her annual leave is regarded as being on sick leave from the date of the statement of fitness for work supplied by doctor or hospital in respect of that sickness. After return to work the employee is entitled to take the balance of his/her holiday at a date convenient to the University within the same leave year.
 6. Payments during the period of sick leave are calculated by reference to the normal wage or salary of the employee, excluding overtime but including an enhanced rate for shift work, night work, split duty and work on Saturday and/or Sunday, which would have been worked as part of the normal working week. There will be deducted from such payments the full amount of:
 - (a) Employment and Support Allowance (ESA)¹ claimed from the Department for Work and Pensions (where the individual is excluded from Statutory Sick Pay);
 - (b) Industrial Injury Benefits under Social Security Acts, and as amended;
 - (c) Compensation under the Workman's Compensation Acts and/or Employer's Liability Acts.
 7. A married woman paying reduced National Insurance contributions and in consequence not entitled to receive Employment and Support Allowance (ESA) is for the purpose of sick leave payments deemed to be fully insured and an amount equivalent to that which a fully insured person would receive will be deducted from wages or salary whilst on full pay. This provision applies to women who are excluded from Statutory Sick Pay. The amount so deducted will not be more than the normal wage or salary payment for the period of absence.
 8. Entitlement to Statutory Sick Pay (SSP), where payable, is offset against entitlement to Occupational Sick Pay (OSP), where payable, so that the combined entitlements do not exceed normal full pay, or normal half pay, as appropriate.

Where a member of staff receives Employment and Support Allowance (ESA), the amount of the ESA will be deducted from Occupational Sick Pay, so that the combined entitlements do not exceed normal full pay, or normal half pay, as appropriate.

Details of the Statutory Sick Pay scheme can be found on the government web site at:
http://www.direct.gov.uk/en/MoneyTaxAndBenefits/BenefitsTaxCreditsAndOtherSupport/Illorinjured/DG_10018786

9. The employee is under an obligation to declare any entitlement to benefits as detailed in item 6 and any subsequent alteration to circumstances affecting such entitlement.

¹ Name changed in document from Incapacity Benefit to Employment and Support Allowance, June 2012