

## OCCUPATIONAL SICK LEAVE & SICK PAY - ACADEMIC STAFF Annex 4

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

1.

<b>Length of Service</b>	<b>Full Pay</b>	<b>Half Pay</b>	
During the first year of service	1 month (22 days)		For the purposes of calculating sick leave entitlement, a month is deemed to include 22 working days, and a working day is defined as any day on which the University is open but which does not form part of the lecturer's personal holiday entitlement.
and after completing 4 months' service before the start of the period of sickness absence		2 months (44 days)	
During the second year of service	3 months (66 days)	2 months (43 days)	
During the third year of service	4 months (88 days)	4 months (86 days)	
During the fourth and successive years of service	6 months (132 days)	6 months (132 days)	

- Sick Pay shall include, where appropriate, Statutory Sick Pay and will not exceed ordinary pay
  - For the purpose of calculating sick leave entitlement the year shall be deemed to begin on 1st April of each year and end on 31st March of the following year, provided that:
    - in the case of a lecturer whose service begins on a date other than 1st April, such service shall be deemed to have commenced on the preceding 1st April, subject to the completion of 4 calendar months' actual service before half pay can be claimed, and
    - in the case of a lecturer absent owing to sickness on 31st March of any year, the lecturer shall not begin a new entitlement to sick leave in respect of the following year until s/he has returned to work, the period from 1st April until the return to duty being deemed to be part of the preceding year's entitlement.
    - in the case of a lecturer transferred from the service of one HEI to another, any sick pay paid during the current year by the previous HEI shall be taken into account in calculating the amount and duration of sick pay payable by the new HEI\*.
- \*For the purposes of transferring sick pay entitlement, clause 4 of the Agreed Contract governing continuous employment shall apply.
- Sickness during a period when the University is closed or a period forming part of the lecturer's personal holiday entitlement will not be counted against occupational sick leave entitlement, as detailed in item 1.

The rate of sick pay in respect of sickness during a period of University closure, or during a period forming part of the lecturer's personal holiday entitlement, is the rate applicable to him/her on the last day before that period, i.e.

where a lecturer is ill immediately preceding a University closure or a period forming part of the lecturer's personal holiday entitlement and:

- (a) the lecturer is on full sick pay  
the lecturer shall continue on sick pay, but the closure or holiday period is not counted against entitlement under item 1
  
- (b) the lecturer is on half sick pay  
the lecturer shall continue on half sick pay, but the closure or holiday period is not counted against entitlement under item 1
  
- (c) the lecturer has exhausted sick pay entitlement and is on nil pay, s/he will continue to receive no pay.

Periods of sickness during a period of University closure or forming part of the lecturer's personal holiday entitlement will be reckonable for Statutory Sick Pay entitlement or a claim for Employment and Support Allowance (ESA) , where appropriate.

Where a lecturer is ill immediately preceding a period of closure or personal holiday entitlement and has exhausted his or her sick leave entitlement, or is on less than full pay, and recovers during that period, the lecturer shall be deemed , for the purposes of calculating the amount of salary due, to have returned to duty on the day s/he is authorised medically fit to do so by means of a doctor's statement, provided that s/he actually returns to duty on the first day after the University closure or scheduled holiday\*.

\* Whether on full pay or reduced pay, a lecturer who recovers from illness during a period of closure or personal holiday entitlement must inform the University of the date s/he is authorised medically fit to resume work, in order to ensure correct calculation of entitlement to sick leave and of Statutory Sick Pay, where appropriate.

If a lecturer falls ill after the commencement of a period of closure or personal holiday, the lecturer should notify the University as if the days of closure or personal holiday were working days, to enable processing of entitlements or benefits, as appropriate

5. Details of the Statutory Sick Pay scheme can be found on the government web site at: [http://www.direct.gov.uk/en/MoneyTaxAndBenefits/BenefitsTaxCreditsAndOtherSupport/Illoinjured/DG\\_10018786](http://www.direct.gov.uk/en/MoneyTaxAndBenefits/BenefitsTaxCreditsAndOtherSupport/Illoinjured/DG_10018786)

Statutory Sick Pay (SSP), where payable, is offset against entitlement to Occupational Sick Pay (OSP), where payable, so that the entitlements do not exceed normal pay.

Where an employee is excluded from entitlement to SSP but is entitled to claim Employment and Support Allowance (ESA), the amount of the ESA will be deducted from OSP, so that the combined entitlements do not exceed ordinary pay.