UNIVERSITY OF LEICESTER

SICK LEAVE AND SICK PAY

1. This is a scheme to supplement Statutory Sick Pay and State benefit by the payment of allowances during absence from the University through illness. The scheme is intended to secure, within the scale of allowance agreed, that during such absence the member of staff shall receive by way of the allowance and Statutory Sick Pay or State benefit not more than the sum of his/her normal full salary.

2. To qualify for payment under the University’s sick pay scheme, the member of staff, or someone on the member’s behalf, must inform the Head of Department of the reason for the absence in the morning of the first day of absence, or as soon as practicable thereafter and keep the Head of Department informed of the progress of the illness and the likely date of return.

3. The University is required, subject to certain exceptions, to pay Statutory Sick Pay for the first twenty-eight weeks of sickness absence in accordance with the linking rules for calculating SSP entitlement. Thereafter, if the illness is prolonged, the member of staff will be required to claim State benefit.

4. Certification of illness:
   (a) A member of staff is required to complete a self-certification form for absences of up to 7 calendar days. Half-day absences must be recorded. The certificates are obtainable from departmental secretaries.
   (b) When the duration of illness exceeds 7 calendar days, the member of staff must obtain certificates at regular intervals from his/her medical practitioner.

Certificates under (a) and (b) above must be forwarded as early as possible to the Head of Department who will in turn forward these immediately to the Finance Office (Salaries and Wages Section).

5. Shortly before the SSP entitlement expires, the Salaries and Wages Section will issue a Transfer Certificate attached to the latest medical certificate submitted by the member of staff. These documents should be forwarded to the local office of the Inland Revenue which will in due course send directly to the staff member a postal draft for the sum of money payable as State benefit. If the member of staff remains absent through sickness beyond the certified time, further medical certificates extending the period of absence should be submitted through the Head of Department to the Salaries and Wages Section until such time as the member of staff returns to duty.

6. Within any rolling span of 52 weeks during absence because of sickness or injury, where the medical evidence indicates that the member of staff will in due course be capable of resuming duties within a reasonable timescale, salary will be paid in respect of sickness absence in accordance with the following, inclusive of Statutory Sick Pay or State benefit as the case may be:
During the first year of service: Up to:
(a) from the date of appointment: One month’s full pay
(b) after the completion of four months’ service: A further two months’ half pay

During the second year of service: Two months’ full pay and two months’ half pay

During the third year of service: Three months’ full pay and three months’ half pay

During the fourth year of service: Four months’ full pay and four months’ half pay

During the fifth year of service: Five months’ full pay and five months’ half pay

During the sixth and subsequent years of service: Six months’ full pay and six months’ half pay

During sickness absence on part salary, the employee receives Statutory Sick Pay in addition to part salary from the University, subject to the total not exceeding normal full salary. If State Benefit is payable (in place of Statutory Sick Pay) the employee retains the Inland Revenue drafts and must not send them to the University.

The University shall have discretion to extend sick pay arrangements in an exceptional case.

7. A member of staff who is absent as a result of an accident shall not be entitled to payment if damages may be receivable from a third party. In this event, an advance will be made not exceeding the entitlement, subject to the member of staff undertaking to refund, from any damages received, the gross salary and employer’s superannuation and national insurance contributions relating to the period of absence, or such proportion of gross costs recovered from a third party. A statement must be obtained from the Salaries and Wages Section for this purpose, and members of staff should ensure that their solicitor is instructed accordingly. Where on legal advice a claim for damages is not pursued then no reimbursement will be required by the University.

8. A member of staff who falls sick during the course of an agreed period of annual leave is regarded as being on sick leave from the date specified on the doctor’s statement and is entitled to take the balance of the holiday at a later date after returning to work, as agreed with the Head of Department, provided the balance of holiday is taken before the end of the leave year. Such a claim for reinstatement of holiday entitlement must be supported by a doctor’s note otherwise it will not be allowed. Similar arrangements will apply if a member of staff falls ill during a period of approved study leave. The balance will be added to the end of the approved period of leave, subject to the agreement of the Head of Department.
9. Members of staff returning after sickness must notify the Finance Office (Salaries and Wages Section) through the Head of Department of the date of their return to duty.

Note

Staff are reminded of the need to make sickness returns, even during vacation periods, in the event of illness.