

SICKNESS ABSENCE

PAYMENT OF SALARY DURING PERIODS OF ABSENCE DUE TO SICKNESS OR OTHER CAUSES

(See also Procedure for Reporting Sickness Absence and Incapacity and the Sickness Absence Management Policy and Procedure)

1. Subject to the provisions of the conditions of service and paragraph 7 below salary will be paid for sickness absence in accordance with the scales indicated below, subject to any limitations imposed by funding bodies. Sickness absence pay entitlement (full and half pay) is calculated from the first day of the sickness absence. Should a staff member have more than one period of sick leave, his/her entitlement will be reduced by the amount of sick leave taken in the 12 months preceding the commencement of the absence. Exceptionally the Vice Chancellor, may at his/her discretion, extend the period during which full salary is paid.

	Full Pay	Half Pay
In 1st year of service	2 months	2 months
After more than 1 years" service	3 months	3 months
After more than 2 years" service	4 months	4 months
After more than 3 years" service	6 months	6 months

2. The total amount of benefits, allowances and payments referred to below shall not exceed the staff member's normal rate of full pay.

3. The University shall make all statutory deductions from the staff member's salary before making payments under paragraph 1 above. In addition, payment of full salary during absence due to personal sickness shall be deemed to include:

- (a) The amount of sickness benefit receivable under the Statutory Sick Pay Scheme during the first 28 weeks of absence and under any other Act of Parliament for the period thereafter.
- (b) Compensation payments payable under any Act of Parliament.

4. No Statutory Sick Pay will be deducted from the half-pay allowance, except to the extent to which the allowance, including the benefits listed above, exceeds the full normal weekly earnings.

5. Married women and widows exercising their right to be exempted from the payment of flat rate National Insurance contributions are deemed, in regard to the scheme for sickness payments, to be insured in their own right, and to be receiving full statutory benefits.

6. For payments other than under the Statutory Sick Pay Scheme, it shall be the responsibility of the staff member to claim his/her entitlements under the various Acts of Parliament. (S)he may seek the advice of the University Finance Department as to his/her entitlements and method of claiming.

7. A staff member who is absent as the result of an accident shall not be entitled to payment of salary if damages are receivable from a third party in respect of the accident. In this event the University may, having regard to the circumstances of the case, advance to him/her a sum not exceeding the salary provided under this scheme subject to the staff member refunding to the University the total amount of such salary or the proportion thereof represented in the amount of damages received by the staff member. Any period of absence in such cases where a refund of the monies advanced is made in full, shall not be recorded for the purposes of paragraph 1 of this Scheme. Where the refund is made in part only, the Vice Chancellor shall at his/her discretion decide to what extent, if any, the period of absence shall be taken into account in the application of that paragraph.

8. For the purpose of this scheme, a staff member shall be under an obligation to declare to the satisfaction of the Vice Chancellor his/her entitlement to benefits under the various Acts, and any subsequent alteration in the circumstances on which such entitlement is based, to enable the University to determine the amount of salary to be paid to the staff member after deduction of the maximum benefits receivable by the staff member.

9. Salary will not be paid in the case of accident due to active participation in sport as a profession, except when the participation is part of the staff member's duties on behalf of the University.

10. A staff member absent owing to illness or injury must not undertake any duties or conduct him/herself during such absence in a way which may delay the staff member's recovery.

11. During periods of authenticated absence due to illness or injury on half-pay, the University will pay its contribution to the staff member's superannuation scheme and will pay half the staff member's contribution.

12. If a staff member is certified by a Doctor as being sick during a period of annual leave, he/she will be regarded as being on sick leave for the duration of the medical certificate. However, staff are responsible for ensuring that they do not take actions that will undermine their recovery, and should they fail to act reasonably in this regard this provision may not apply.

13. No paid work may be undertaken during a period of sick leave.