MAXIMISING ATTENDANCE POLICY AND PROCEDURES

1. Purpose

The University aims to develop and maintain policies that provide all employees with the appropriate levels of support in relation to their health and welfare.

We believe that our employees’ well-being is essential to effective work performance and the provision of a high quality service.

Managing attendance and supporting employees suffering from ill-health are integral to the University’s responsibilities towards its employees and form an important part of the role of Managers and Supervisors.

This Policy and the accompanying Procedures has been compiled to help ensure the smooth running of the University and that employees with health difficulties are supported appropriately while being mindful to balance the sensitive nature of genuine individual sickness against the University’s need to be publicly accountable for its resource allocation.

The emphasis of this policy is to encourage and assist employees who are absent due to ill-health and all those with responsibilities for their management to manage and support optimal attendance. However, there may be occasions where continuing or intermittent absence for any reason, including ill-health, impacts on an employee’s ability to carry out their duties effectively to the extent that it may not be possible to continue their employment.

This Policy also links with the Redeployment–Ill-Health Policy; the Mental Health Policy and the Stress Awareness Policy. http://www.hw.ac.uk/hr/p_index.php

The Human Resources Team is available to provide guidance and assistance at every stage of the Policy and Procedure, which may include the provision of counselling or referral to Occupational Health where appropriate.

2. Scope of Policy

This Policy and supporting procedures apply to all UK based University employees and are designed to ensure that the University’s approach to managing absence is fair and consistent.
Employees not based in the UK will normally have a separate policy and process due to differing local Labour laws. This will be explicit in the appropriate contract terms and conditions.

This Policy applies to instances of absence as a result of ill-health. Absence for any other reason is covered in the appropriate policy.

http://www.hw.ac.uk/hr/p_index.php

Appendix 1; Sick Pay Entitlement is the only element of this Policy that is a contractual entitlement. The remainder of this Policy does not form part of employees’ contracts of employment and it may be amended from time to time.

3. Key Principles

This policy is based on the recognition and appreciation that staff always make every reasonable effort to attend work and that non-attendance is for a genuine reason.

It is a key principle to manage proactively the return to work of those employees who have been absent as a result of ill-health, accident or incapacity and to seek to make reasonable adjustments to duties, environment or workload where required and where practicable.

Our approach to maximising attendance is rooted in encouraging communication between managers and their staff. By supporting open dialogue the University hopes to create a process that is able to take account of individual circumstances, while taking full account of business requirements.

The University is committed to taking positive steps to provide an environment to allow employees with disabilities to maximise their potential and contribution to the University.

The following procedures will be carried out with tact and sensitivity at all times and a realisation that the management of sickness absence is the joint responsibility of the Line Manager and the individual employee.

The application of this policy and its supporting procedures recognise the right of academic freedom as set out in the Statutes and Ordinances.
4. Lines of Responsibility

Managers

In keeping with good practice, managers should:

- Ensure their staff are aware of the Maximising Attendance Policy and Procedures and in particular the requirements for reporting sickness absence and return to work
- Conduct a Return to Work meeting after every absence (see Section 2 of the Procedures and the separate Guidance for Managers for further detail)
- Manage instances of unauthorised absence quickly
- Maintain regular contact with staff absent due to ill health
- Provide support and assistance for individuals returning to work after illness, with support from HR and Occupational Health as appropriate

Employees

Employees should:

- take responsibility for their own well-being
- make sensible decisions as to whether they are fit enough to attend work or should, for their own and others health, refrain from attending work
- report absence in line with the procedures set out below
- complete a self-certificate after every absence and attend a Return to Work meeting when requested

The Human Resources Team will:

- Support managers with the Maximising Attendance, Redeployment-Ill Health, Mental Health and Stress Awareness Policies to manage sickness absence.
- Assist in monitoring the effectiveness of measures to maximise attendance by collating and reporting sickness absence statistics.
- Work with the employee’s Manager to make referrals to Occupational Health where appropriate.
- Work with Occupational Health to support employees who have been absent, in particular with long-term or stress-related illness and advise them and their Managers on a structured return to work programme and/or other measures to enable them to return to work.
- Refer employees to the Employee Counselling Service as required.

5. Records

All records and information obtained in relation to an individual’s sickness absence will be kept confidential and retained in line with the Data Protection Act 1988 and the Access to Medical Records Act.1988 as personal sensitive data, and the University's Records Retention Policy.
Summaries of breakdown of absence length and type are and general statistics are maintained and reported for equal opportunity monitoring, FOI and key performance indicator purposes. Such information is kept securely and confidentially with personal data removed in accordance with the Data Protection Act 1988 and the University’s Records Retention Policy.

6. Review

This Policy and related Procedure will be reviewed 3 years from the date of implementation and earlier if legislation dictates. Any proposed amendments will be subject to consultation in accordance with Ordinance 53. Such amendments will be notified to employees through the normal communication channels and/or e-mail. The Policy and Procedure will be maintained on the Human Resources Website.
MAXIMISING ATTENDANCE PROCEDURES

1. SICKNESS ABSENCE REPORTING AND CERTIFICATION

1.1 Reporting and keeping in contact during sickness absence

If an employee is taken ill or is injured while at work s/he should inform their Manager and be given permission to leave work. Managers should contact their Safety Officer or the Health, Safety and Risk Office to make arrangements for anyone who is unwell to be accompanied home and/or receive medical treatment where necessary.

Where an employee is absent for any illness, it is the responsibility of their Manager to monitor and manage their attendance, with HR available for support and advice. If an employee is absent on the grounds of ill health, they will be contacted from time to time by their Manager. The purpose of this contact is to provide support, discuss wellbeing, expected length of continued absence and any of the employee’s work which will require attention in their absence. Such contact will be kept to a reasonable level mindful of the reason for the absence.

Employees also have certain responsibilities to report their absence due to sickness or accident:

a) On the first day of absence the employee should telephone their Manager by 10.00am or no later than one hour after their normal starting time. If the Manager is not available at this time, the employee should contact them as soon as is reasonably possible; or contact another Manager if their own is not available;

b) For manual staff, where reasonably practicable, the employee should contact their section two hours prior to the start of their shift;

c) The employee should state the reason for and the likely length of their absence, and provide the Manager with a contact number;

d) If the absence is due to an injury or accident at work, the employee should complete an Accident / Incident Report Form

http://www.hw.ac.uk/internal/safety/docs/HSMP-11-accident-reporting-and-investigation.pdf
An absence notification slip (pink section) should be completed by the School/Section and forwarded to the Human Resources Office on the first day of absence.

Managers should ensure that:

a) Any sickness absence that is notified to them is recorded and reported to the HR Department

b) If the absence is due to an injury or accident at work, the manager should ensure that the Accident/Incident Report Form has been completed by the employee and returned to the H&S department so that the University complies with the RIDDOR regulations (the requirement to report accidents at work resulting in “major injury” or more than 7 days\(^1\) absence).

c) Arrangements are made, where necessary, to cover work and inform colleagues of the absence while maintaining confidentiality.

Details of sick pay are provided at Appendix 1.

1.2 Sickness Certification

Self-certification will be required for absences of up to and including 7 calendar days unless the employee has a medical certificate which covers the full period of absence. The self certificate should be completed by the employee, and will be signed by the Head of School/Section or their delegate before being forwarded to the Human Resources Office. [http://www.hw.ac.uk/hr/htm/forms/Sickness%20Absence-Self%20Cert.pdf](http://www.hw.ac.uk/hr/htm/forms/Sickness%20Absence-Self%20Cert.pdf)

If the absence lasts longer than seven days, the employee must contact their doctor to receive a medical certificate to cover the period of absence. Certificates should be forwarded to the employee’s Manager at weekly/fortnightly or appropriate intervals to cover the whole period of absence.

For the purposes of this section all the days of the week should be counted during a period of absence, including Saturdays and Sundays, whether these days are normally worked or not.

If an employee’s doctor provides a certificate stating that the employee “may be fit for work” the employee should inform their Manager immediately. The Manager will discuss with them any additional measures that may be needed to facilitate their return to work, taking account of the doctor’s advice and after consulting with the HR team if required. This may take place at a return to work interview (see Section 2 below) or prior to returning to work. If appropriate measures cannot be taken, the employee will remain on sick leave and the manager will set a date to review the situation.

\(^1\) With effect from April 2012
Where an employee is planning to return to work prior to the expiry of a medical certificate, they should contact their doctor to obtain a “fit note” stating that they are fit to return to work. The reporting procedures in paragraphs 1.1 and 1.2 are important to both the employee and the University, and employees should note that failure to comply may result in suspension of pay and/or ultimately disciplinary action.

If an employee is ill or injured during a period of pre-arranged annual leave they may elect to treat the days of incapacity as sickness absence instead of annual leave. Employees must inform their Manager of their incapacity and its likely duration as soon as possible even if they are abroad. Employees will not receive occupational sick pay unless they are able to provide a medical certificate or other evidence of incapacity for the full period of incapacity.

1.3 Unauthorised Absence

Cases of unauthorised absence will be dealt with under the University’s Disciplinary Procedure.

Absence that has not been notified according to the relevant reporting procedure, including this sickness absence reporting procedure, will be treated as unauthorised absence. If an employee does not report for work and has not telephoned their Manager to explain the reason for their absence, their Manager will attempt to contact them by telephone and/or in writing, if necessary. This should not be treated as a substitute for reporting sickness absence.

2. RETURN TO WORK PROCEDURE

For all absences, the employee’s Manager should invite the employee to a Return To Work discussion within 3 working days of the employee’s return to work. Depending on the length of absence, this discussion will range from an informal check that the employee is feeling better to a one-to-one meeting for longer absences. The purpose of this meeting is to manage and monitor the employee’s absence and attendance, to identify whether there are any underlying reasons behind the absence or any problem areas, and to offer support to facilitate the employee’s return to work.

If an employee considers that they are affected by a disability or any medical condition which affects their ability to undertake their work, this should be raised as early as possible so that appropriate support and advice may be obtained (see Section 5, Disability).

No formal action should be taken at the Return to Work Meeting. For most absences, the meeting should be relatively short and should conclude with a summary of the meeting being documented in the Self-Certificate. In other instances, the Return to Work meeting may need to take longer, depending on, for example, the length of, or reason for, the absence.
Where an employee’s doctor has provided a certificate stating that the employee “may be fit for work” if certain adjustments could be made by the University, any additional measures that may be needed to facilitate the employee’s return to work should be discussed, taking account of the doctor’s advice and, if appropriate, Occupational Health. Such advice is not binding on the University, but it should be given due consideration.

Once the employee has returned to work, the green section of the absence notification slip must be completed by the School/Section and sent to the Human Resources Office promptly.

3. PROCEDURE FOR DEALING WITH SHORT TERM INTERMITTENT ABSENCES

Where an employee has been absent from work through sickness on a number of occasions for short periods and this is either creating an operational difficulty, or the University is concerned about an employee’s ability to carry out their role for medical reasons, or there is concern over the impact of such intermittent absences on colleagues, the University will use a fair and reasonable procedure to address the issue. The employee’s Manager will undertake the appropriate initial assessment.

The process for dealing with short term intermittent absences is designed to encourage improvement but ultimately it may lead to dismissal where acceptable improvement cannot be achieved and maintained.

The Human Resources Team is available to provide support and advice to managers at any stage of this process and can arrange for the employee to be referred to the Employee Counselling Service if appropriate and if the employee wishes to take up this option.

Stage 1- Informal Meeting

Where an employee has had five instances of short term sickness absences, or a total of 10 days, during any six month period (pro-rata for part-time staff), their Manager should raise this with the employee and investigate any particular circumstances concerning these periods of sickness absences.

This informal investigation aims to establish the underlying reason for the frequent absences, with a view to reaching an appropriate remedy and improving attendance. The Manager should discuss with the employee the reason for the absences, explaining why it is causing concern and exploring possible reasons for it. The employee is entitled to be accompanied by a work colleague or trade union representative at this meeting.

If there are stress related issues it may be more appropriate to address the absences under the University’s Stress Awareness Policy & Procedure for Staff.
If appropriate the employee may be referred to the University’s Occupational Health Physician at this stage, through the Human Resources Team.

Following the Informal Meeting, the Manager will explain what improvement is required and over what period (a monitoring period of up to no more than six months will normally be set). The Manager may issue an informal warning that further action under this procedure will be taken if there is sufficient improvement. The Manager will confirm in writing the expected attendance levels that should be attained and the timeframe in which this will be monitored.

Absences clearly identified as pregnancy-related are excluded from the monitoring period.

Absences arising from an accident at work may be excluded from the monitoring period but continued or intermittent absence which impacts adversely on the ability to carry out duties effectively may need to be considered under the formal stages set out below.

If any such absence is considered to be as a result of a disability, Section 5 below should be followed.

**Stage 2 - First Formal Meeting**

If during the monitoring period there has been no satisfactory improvement in the employee’s attendance and/or the employee has failed to meet the attendance targets set during the Informal Meeting, the Manager should conduct a First Formal Meeting with the employee. The employee is entitled to be accompanied by a work colleague or trade union representative at this meeting.

The aim of the meeting will be to:

a) Identify the frequency and reason for the absences and ensure that the employee is aware that their absence record is giving cause for concern;

b) Assess whether there is any underlying condition responsible for the employee’s absences. If appropriate the employee may be referred to the University’s Occupational Health Physician at this stage, through the Human Resources Office;

c) Give consideration to any problems raised by the employee and consider possible ways of helping the employee to resolve them;

(d) Set a reasonable period of time, normally 3-6 months, over which the employee’s attendance can be further monitored;
Following the First Formal Meeting the Manager will explain what improvement is required and over what period. After consideration of the discussions and facts at the First Formal Meeting the Manager may issue the employee with a formal warning.

The Manager will confirm in writing the expected attendance levels that should be attained and the timeframe in which this will be monitored. Any warning will also be confirmed in writing and the employee will be informed of their right of appeal. A warning provided at this stage of the process will remain on the employee’s personal file for 12 months.

Stage 3 Further Formal Meeting

If, at the end of this further monitoring period, there has been no satisfactory improvement in the employee’s attendance and/or the employee has failed to meet the attendance targets set at the First Formal Meeting, then a Further Formal Meeting should take place with a manager more senior to the manager who carried out the first formal meeting. Ideally this should be the next line manager but if this is not practicable or would unnecessarily delay the process, another manager with the same level of seniority may be nominated. The employee will be entitled to be accompanied by a colleague or a trade union representative at this meeting. This meeting will be held to address the same issues as addressed in the First Formal Meeting.

If, after consideration of the employee’s absence record and any representations made by the employee, the Manager considers there are compelling reasons that the employee should be afforded a further period of monitoring, s/he may introduce a further such period in which the employee may be afforded the opportunity to improve their attendance. In normal circumstances where no improvement in the employee’s attendance has occurred, the employee will be dismissed with notice or payment in lieu of notice. The decision to dismiss will be confirmed in writing and the employee will be informed of their right of appeal.

Appeal

Where the employee wishes to appeal the decision after stage 2 or 3, any appeal should be made to the Head of School/Section (or the most appropriate Senior Manager if the Head of School/Section has carried out the formal meeting in question) in writing within 10 working days of the meeting. An appeal hearing will normally be arranged to take place within 10 working days of the University’s receipt of the appeal or as soon as is reasonably practicable. An appeal hearing will normally be heard by a Manager more senior than the Manager who has issued the particular warning.
4. LONG TERM ABSENCE DUE TO ILL HEALTH

The following procedure will apply where an employee is absent from work due to long-term ill health for a period extending beyond 4 weeks:

a) The Manager should keep in contact with the employee throughout their absence. The purpose of this is to maintain friendly and supportive contact; keep the employee up to date with any news within their department, as well as establishing the reasons for the absence and its likely duration. The Manager should keep written records of all conversations during this period.

b) Taking into account the particular circumstances of the case, and normally after the period of 4 weeks continuous absence the employee’s Manager will arrange an Attendance Meeting to discuss the employee’s continued absence. The purpose of this meeting is to discuss the content of any medical input received, discuss the nature of the illness/condition, assess the duration of the employee’s absence and assess whether the University can assist the employee in their return to work. Where the University can assist the employee the University will endeavour to do so. It would normally be appropriate for the University to have requested a medical report prior to the Attendance Meeting (see below)

c) The employee should be referred to the University’s Occupational Health Physician via the Human Resources Team if they are medically certificated beyond 4 weeks, or as soon as a certificate indicates the reason for absence is due to stress or work-related stress. If they consider it appropriate, the Occupational Health Physician may make a request to allow the University to contact the employee’s doctor and/or consultant (in line with the requirements of the Access to Medical Reports Act 1988) in order to establish the likely length of absence and the long-term effect on capability in relation to job performance and attendance at work.

d) Under the “fit note” system, the employee’s doctor has the opportunity to highlight options available to the University which may facilitate the employee’s return to work. Any advice provided by the doctor should be considered by the University and additional advice from the Occupational Health Physician may also be considered.

e) In all cases the University should give consideration to offering temporary or permanent alternative employment or a shorter working week on a temporary or permanent basis if this would enable the member of staff to return to work. This course of action must be deemed appropriate by the Occupational Health Physician, acceptable to the individual and reasonably practicable within the School /Section.
f) If after receipt of the appropriate medical input the University considers that the employee has a disability within the definition in the Equality Act 2010, the University should look to make any appropriate reasonable adjustments to facilitate the employee’s return to work (see Section 5 “Disability” below).

g) The employee should be informed that long term absence due to ill health may be putting their continued employment at risk.

h) Further Attendance Meetings will be scheduled on a regular basis to continue to assist the employee.

i) If it appears to the Manager at any Attendance Meeting that the employee’s absence will continue for a prolonged period, or medical and Occupational Health advice indicates that there are no further or possible reasonable adjustments that may be made, the University may undertake the process set out in Section 6 below.

**Returning to work from Long Term Absence**

The University is committed to helping employees return to work from long term sickness absence.

As part of the University’s Attendance Meetings process the University will, where appropriate and reasonably practicable, support a return to work by:

(a) obtaining medical and occupational health advice;
(b) making reasonable adjustments to the workplace, working practices and/or working hours;
(c) considering redeployment; and/or
(d) agreeing to a return to work programme with those affected.

In addition, the Redeployment – Ill Health Policy and Questionnaire [insert links] should be used as a tool to identify suitable alternative positions on a short or long term basis.

**5. WORKING WITH DISABILITY**

The University recognises that sickness absence may result from a disability. In line with its accreditation as “Positive about Disabled People” (The Two-Ticks Symbol), wherever practicable, the University will:

- Aim to retain any employee who becomes disabled during their employment
- Make use of the services and advice offered by external support agencies such as Access to Work where appropriate, to support new employees with a disability or existing employees who have become disabled during their employment
• Seek professional medical advice from our Occupational Health Adviser both at the beginning of and during employment on reasonable adjustments to consider
• Make reasonable adjustments to enable the employee to continue to make a valuable contribution to the work of the University

If an employee considers that they are affected by a disability or any medical condition which affects their ability to undertake their work, they should inform their Manager and/or HR in the first instance. At the earliest possible stage, the employee will be referred to OH in order to understand the University’s obligations in relation to the Equality Act 2010; its duty of care to the employee; and any reasonable adjustments that could be made to provide support at work and/or assist a return to work and/or that would remove any substantial disadvantage to an employee who may be considered to have a disability under the Equality Act 2010.

The procedure set out in paragraphs 3 and 4 above should be followed for all employees but at each stage, including the Return to Work Interview outlined in paragraph 2, the focus should be on enabling and maximising attendance and encouraging a supported return to work.

**Making Reasonable Adjustments**

Following referral to OH it will usually be appropriate to have a meeting with the employee and his/her Line Manager to consider the recommendations and any proposed reasonable adjustments. The HR representative and OH Adviser may also attend.

Adjustments will vary, depending on the type of role the employee is employed to carry out, but they may include:

• Adapting the premises
• Developing a PEEP (Personal Emergency Evacuation Procedure)
• A phased return to work
• Re-allocating certain duties
• Altering working hours or working pattern
• Finding alternative working accommodation or working from home
• Provision of car parking closer to the employee’s workplace
• Modifying the work-station or equipment
• Providing extra training
• Redeployment into another role.

Where the disability leads to frequent or intermittent short term absences, it may also be a reasonable adjustment to discount these absences or to extend the monitoring period at any of the formal stages of the process.

Where time off is required, for example, to undergo regular treatment such as hospital treatment (e.g. dialysis, chemotherapy, operations, physiotherapy); or to attend for assessments, tests or out-patient appointments; or to recover
from treatment such as blood transfusion, cancer treatments or dialysis, this will be discounted as sickness absence leave in the event of any formal consideration of attendance.

6. DECISION TO DISMISS BY REASON OF MEDICAL INCAPACITY / CAPABILITY

In certain circumstances it may become necessary from a business perspective to consider termination of employment. This will depend on the length of absence and the likelihood of a return to work.

Where ill health retirement is an option, this should be considered in preference to dismissal. If ultimately the only option available to the University is to consider dismissal, we will act reasonably and sensitively at all times. A decision to dismiss will not be taken lightly, and the University will use its best endeavours to follow the following procedure in this event:

   a) The employee should be advised in writing as soon as it is established that termination of employment has become a possibility. This letter should confirm the facts, the action to be taken, and a relevant timescale. A copy of this letter will be kept on the individual’s personal file;

   b) The employee’s absence record will be reviewed to assess whether or not dismissal is a justifiable course of action;

   c) The University should obtain up-to-date medical and occupational health advice;

   d) The University should meet and consult with the employee to discuss the options available and the employee’s views on continuing employment;

   e) The possibility of the employee taking on a different role within the University, or any other possible adjustments which could facilitate a return to work should be explored;

   f) All opportunities to encourage the employee to return to work or to maintain an acceptable level of attendance should be explored prior to any decision to dismiss.

If, after all due consideration, all possible alternatives have been exhausted, a formal meeting should take place with the Head of School/Section (or appropriate senior manager). The employee will be entitled to be accompanied by a colleague or a trade union representative at this meeting. This meeting will consider and address all the information obtained and discussions held to date as outlined in a) – f) above.
If, after consideration of the above, the Manager considers there are compelling reasons that the employee should be afforded a further period of monitoring, or readjustments to the role, s/he may introduce a further such period in which the employee may be afforded the opportunity to improve their attendance.

In normal circumstances where no improvement in the employee’s attendance has occurred and ill-health retirement is either not applicable or has been refused by the pension provider, the employee will be dismissed with notice or payment in lieu of notice.

The decision to dismiss will be confirmed in writing and the employee will be informed of their right of appeal.

**Appeal**

The employee has the right of appeal against a dismissal on the grounds of medical incapacity/capability. Where the appeal is against a decision not to award ill-health retirement by the pension provider, separate procedures specific to the pension provider must be followed and the HR Team, in conjunction with Salaries Section will be able to provide details on how to do this.

An appeal against the decision to dismiss should be made to the Director of Human Resources in writing within 10 working days of the meeting. An appeal hearing will normally be arranged to take place within 10 working days of the University’s receipt of the appeal or as soon as is reasonably practicable. An appeal hearing will normally be heard by a Manager more senior than the Manager who issued the dismissal.
APPENDIX 1

SICK PAY ENTITLEMENT

Subject to the University procedures being followed, a member of staff absent on account of sickness or injury is entitled to the following sick pay entitlement:

**Grades 6-10**

<table>
<thead>
<tr>
<th>Period</th>
<th>Full Pay</th>
<th>Half Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>No qualifying period</td>
<td>6 months</td>
<td>6 months</td>
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</tbody>
</table>

**Grades 4-5**

<table>
<thead>
<tr>
<th>Period</th>
<th>Full Pay</th>
<th>Half Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>First three months</td>
<td>2 weeks</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Three months to one year</td>
<td>2 months</td>
<td>2 months</td>
</tr>
<tr>
<td>Second and third year of service</td>
<td>3 months</td>
<td>3 months</td>
</tr>
<tr>
<td>Fourth and fifth year of service</td>
<td>5 months</td>
<td>5 months</td>
</tr>
<tr>
<td>After fifth year of service</td>
<td>6 months</td>
<td>6 months</td>
</tr>
</tbody>
</table>

**Grades 1-3**

<table>
<thead>
<tr>
<th>Period</th>
<th>Full Pay</th>
<th>Half Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the first 6 months of service</td>
<td>SSP</td>
<td></td>
</tr>
<tr>
<td>6 months to one year</td>
<td>2 months</td>
<td>2 months</td>
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<tr>
<td>Second and third year</td>
<td>3 months</td>
<td>3 months</td>
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<tr>
<td>Fourth and fifth year</td>
<td>5 months</td>
<td>5 months</td>
</tr>
<tr>
<td>After fifth year of service</td>
<td>6 months</td>
<td>6 months</td>
</tr>
</tbody>
</table>

The normal weekly earnings for the purposes of sick pay are the normal weekly wage plus enhanced payment for unsocial hours, shift supplements, overtime and other allowances regularly paid as an addition to basic wages. Where earnings for a normal working week vary from week to week or from one part of the year to another then the calculation is based on average earnings over whatever period is necessary to cover the variations.

**Notes applicable to all staff**

The full pay allowance will include any entitlement to Statutory Sick Pay or other state sickness benefits. No deductions are taken from the half pay allowance, except where the allowance plus SSP or other state sickness benefits exceeds the full normal weekly earnings.

The rate of sick pay (i.e. whether full, half or nil pay) for any sickness absence is calculated by adding together the total amount of absence taken during the previous twelve months and calculating the remaining sick pay entitlement (i.e. full, half or nil, in line with the entitlement for the grade) payable for the current period of absence. Any unpaid absence on sick leave does not count towards the rolling 12 month period for calculating entitlement to sick pay.

The salary is subject to deduction of the relevant National Insurance benefit.

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2 Staff on SCOT contracts should refer to their conditions of employment for details of their sick pay entitlement

Author: Helen Hymers, HR
Approved by Court June 2012