



Absence through Sickness Policy

The College is responsible for paying certain prescribed rates of Statutory Sick Pay (SSP) to its employees, regardless of service but subject to certain exclusions, for up to 28 weeks of sickness in any period of incapacity for work.

SSP Payments

You are entitled to statutory sick pay (SSP) if you are absent for four or more consecutive days because of sickness or injury provided you meet the statutory qualifying conditions. SSP is treated like wages and is subject to normal deductions.

Qualifying days are the only days for which you are entitled to SSP. These days are normally your working days unless otherwise notified to you. The first three qualifying days of absence are waiting days for which SSP is not payable. Where a second or subsequent period of incapacity (of four days or more) occurs within 56 days of a previous period of incapacity, waiting days are not served again.

Any days of contractual sickness/injury payments which qualify for SSP will be offset against SSP on a day-to-day basis. A deduction will be made for any other state benefits received if you are excluded or transferred from SSP.

If you are entitled to any payments in excess of SSP and your entitlement expires, full or part payment may be allowed at our discretion where it is considered that there are special circumstances warranting it.

Where the circumstances of your incapacity are such that you receive or are awarded any sum by way of compensation or damages in respect of the incapacity from a third party, then any payments which we may have made to you because of the absence (including SSP) shall be repaid by you to us up to an amount not exceeding the amount of the compensation or damages paid by the third party and up to, but not exceeding, any amount paid by us.

The procedures under which you apply for, and qualify for, sick pay are summarised below:

Notification of absence

If you are unable to attend for work because of illness you must phone your manager/supervisor and speak to them personally **before** your expected start time on the first day of absence from work in line with these procedures. Please note it is not sufficient to phone the Lodge or to text your

manager/supervisor. If you fail to provide such notification without good reason, sick pay may be withheld. For operational reasons you should ensure that your manager/supervisor is then notified on a daily basis of your absence from work, unless your manager agrees a different arrangement or a doctor's certificate has been provided giving a return date. If an employee fails to notify the College of their absence in accordance with this policy disciplinary action can be taken.

Absence for one to seven days

If you are absent through sickness for a period of one to seven calendar days you must complete a self-certification form on your return to work. Appendix 3.

Absence for more than seven days

If you are absent from work because of sickness for more than seven calendar days you must obtain a doctor's certificate which should be sent to the College as soon as possible. You should continue to send in doctor's certificates until the doctor decides that you are fit to return to work.

Please note that even though a doctor's certificate is not required for SSP purposes until you have been absent from work for more than seven calendar days, you should nevertheless visit your doctor before that date if you feel sufficiently ill to require medical treatment. If the doctor gives you a certificate at that stage, please forward it to your department immediately.

Withholding of sick pay

A period of absence will be considered to be unauthorised (i.e. unpaid) absence if you fail to report your absence or provide the forms, as described above, without exceptional reason.

If you disagree with this decision to withhold payment, you should contact your manager/supervisor and raise the matter informally in the first instance. It is open to you to progress the matter through the grievance procedure if necessary.

College sick pay scheme

In addition to paying SSP the College operates a contractual sick pay scheme which provides payment during periods of certificated sickness. If you are absent from work through sickness or injury you will be entitled to a payment in addition to SSP equivalent to your rate of salary, and for a period (based on a rolling year), dependent on your length of service with the College, as follows:

Service	Full pay	Half pay	
i. Probationary period or first 6 months, whichever is longer	1 week	1 week	and thereafter, SSP for an absence of up to 28 weeks in total
ii. From the end of "i.", up to 5 years' service	1 month	1 month	and thereafter, SSP for an absence of up to 28 weeks in total
iii. More than 5 years' service	3 months	3 months	and thereafter, SSP for an absence of up to 28 weeks in total

Return to Work Interview

On your first day back at work following sickness absence, you must attend a routine Return to Work interview with your manager, deputy or other designated manager to discuss your absence, your fitness to return and if appropriate your general state of health.

Occupational Health

Employees should attend Medical/Occupational Health appointments if required by their Manager as detailed in their individual terms and conditions of employment.

Fitness for Work

Employees' attendance records will be monitored. Where it is felt that frequent repeated instances of short term sickness or a period of long term absence have reached a level which is causing concern, meetings will be held with the employee to see if there is more that can be done to help them to achieve an acceptable level of attendance.

Sickness absence trigger points

Submission of a medical certificate or sickness self-certification absence form, although giving us the reason for your absence, may not always be regarded by us as sufficient justification for accepting your absence. Sickness is just one of a number of reasons for absence and although it is understandable that if you are sick you may need time off, continual or repeated absence through sickness may not be acceptable to us.

If you have 4 occurrences or 12 days of sickness absence within a 12 month period, you will be asked to attend an investigation meeting. In deciding whether your absence is acceptable or not we will take into account the reasons and extent of all your absences, including any absence caused by sickness/injury and will decide whether to invoke the disciplinary procedure.

We cannot operate with an excessive level of absence as all absence, for whatever reason, reduces our efficiency.

We will take a serious view if you take sickness/injury leave which is not genuine, and it will result in disciplinary action being taken.

If we consider it necessary, we may ask your permission to contact your doctor and/or for you to be independently medically examined.