

## NOTIFICATION OF AND PAYMENT FOR SICKNESS ABSENCE

### SUMMARY OF PRINCIPAL CHANGES

#### General changes

The following paragraph has been deleted:

- On return to work after a sickness absence of more than three working days, you must complete a 'Self Certification' form, to cover the 1-7 calendar days unless a fitnote<sup>1</sup> certificate was provided for the whole period. This can be found on StaffNet.

This document (previously archived as: HR guidance note - notification of sickness-ts 28.06.13) was incorporated within the UPR series on 5 October 2015.

The following abbreviations are used in this document:

HR	Human Resources
SSP	Statutory Sick Pay
SBU	Strategic Business Unit
UPRs	University Policies and Regulations

#### "HR Guidance note - Absence Management

##### Notification of and payment for sickness absence

If you are absent from work the following procedure must be complied with or a loss of salary/wages/SSP may result:

- On the first day of any absence you must notify your immediate supervisor/manager of the nature and likely duration of absence. You must specify if the absence is because of Industrial Injury (i.e. an injury sustained at work or on University business away from the workplace) and, where appropriate, if you were sick on Saturday and/or Sunday. Unless there are exceptional circumstances this contact should be made in person by telephone.
- If you are absent for more than three working days, on the fourth day you must again notify your immediate supervisor/manager that the absence is continuing, giving further details of the nature and probable duration of the illness.
- If the absence continues for more than seven calendar days, a fitnote<sup>1</sup> must be obtained, completed and sent to your manager by the end of the eighth calendar day and thereafter at regular intervals until the final certificate is issued.
- The University will not as a general rule require you to obtain private medical certificates for absence of up to 7 calendar says, but it reserves the right to do so.
- The University records all absences on the HR system. The responsibility for this recording sits with a named individual within each SBU.

<sup>1</sup> **Fitnotes** are issued by your GP when he/she considers that you are ill or injured. They replace GP certificates of ill health. They indicate whether you are a) unfit for work or whether b) you may be fit for work. They give an indication of when you will be able to return to work, and any temporary support that you may need to help you return to work, as well as providing information about the nature of your illness.

## Payment for sickness absence

Payment for absences due to sickness or accident is subject to you complying with the above absence procedure and:

- whether you are eligible for Statutory Sick Pay (SSP). (However even if you are not eligible for SSP then you may still be eligible for sickness benefit from the Job Centre Plus, which is part of the Department for Work and Pensions).
- whether you are eligible for University of Hertfordshire/Company occupational sick pay.

As each of the above elements of pay has its own rules on eligibility it is possible for you to receive both/only one/neither of the above during a period of absence due to sickness.

## Statutory Sick Pay

If you are sick for 4 or more consecutive days you may be entitled to Statutory Sick Pay. If you are not eligible you will receive written notification from the Payroll team explaining why you are excluded. Statutory Sick Pay is payable for 28 weeks after which time you will be issued with an exclusion form by the Payroll team, which will enable you to claim any further benefit due direct from the Department of Work and Pensions. Statutory Sick Pay will appear on your payslip under the heading "SSP" and is subject to all normal deductions.

## Industrial Injury and Industrial Injury Benefit

If you have an accident at work you must **complete** an Accident Report Form (available from the Human Resources Department and on StaffNet) and return this signed to the Director of Health and Safety via HR, in order to receive sick pay and/or Industrial Injury Benefit.

## Other Accidents

If you are absent as a result of an accident outside of work, you will not be entitled to UH sick pay 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 you a sum not exceeding the sickness allowance provided under the UH sick pay scheme, subject to you undertaking to refund the University the total amount of your sick pay, or the proportion thereof represented by the amount of damages received. Any period of absence where a refund is made in full shall not be recorded for the purposes of this scheme, but will be recorded as sickness absence. Where, however, the refund is made in part only, the University may at its discretion decide to what extent, if any, the period of absence may be so recorded.

## Paid sickness absence entitlement

Staff are entitled to receive sick pay as follows:

During the first year of service	Full pay for 1 month and after completing four calendar months' service, half pay for 2 months
During the second year of service	Full pay for 3 months and half pay for 3 months
During the third year of service	Full pay for 4 months and half pay for 4 months
During the fourth and successive years	Full pay for 6 months and half pay for 6 months"

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Mrs S C Grant  
Secretary and Registrar  
Signed: **14 March 2016**