

**Heythrop College
Human Resources Policies & Procedures**

Absence due to Sickness and Injury

- 1 An employee must notify his/her line-manager on the first day of absence due to illness or injury, (before the time he/she is due to start, if possible). For absences of one to seven calendar days, the member of staff should complete a self-certification form (form HC1 below), and give it to his/her line-manager on the first day of return to work. The line-manager must then send this to the Personnel Officer.
- 2 For absences over seven days, the member of staff will need a medical certificate from a GP or hospital doctor. This must be sent to his/her line-manager, at the beginning of the period of the absence. The line-manager must then pass it on to the Personnel Officer.
- 3 Daily contact must be maintained, unless otherwise agreed by the line-manager, or where the absence has already been covered by a medical certificate. In the absence of the line-manager, the employee must notify either the Personnel Officer or a member of the College’s management team.
- 4 Employees will receive payment during absences which are due to sickness or injury, provided they follow the College’s notification system stated above.
- 5 Payments for long-term sickness will be based on employee salary and in accordance with the following allowance scale:

Service with the College	Full Pay	Half Pay
Up to three months’ service	2 weeks	2 weeks
Over three months’ service to less than two years’ service	2 months	2 months
From two years’ service to less than five years’ service	3 months	3 months
From five years’ service	6 months	6 months

Table 1. Long-Term Sickness Payments

- 6 The College will claim Statutory Sick Pay (SSP) on behalf of the employee for a period up to 28 weeks. Therefore, sick pay will be equivalent to full salary, including any entitlement to SSP, or half salary, also inclusive of any SSP entitlement, and in accordance with the allowance scale shown in Table 1 above.
- 7 Where SSP has been exhausted, the payment during absence for sickness or injury, will be adjusted to take account of entitlement to state incapacity benefit (whether this is claimed or not). The total amount of pay will therefore not exceed the normal rate of pay (in accordance with the scale in Table 1 above).
- 8 In order to calculate periods of sick leave under the College's scheme for which full or half pay is continued, every previous period of absence due to illness or injury during the preceding 12 month period will be aggregated.
- 9 Employees who fall sick or become injured during periods of annual leave must obtain a doctor's certificate to show periods of sickness, if they wish to claim the balance of their annual leave at a later date. Self-certification is not acceptable for any number of days in this circumstance. The balance of the leave must be taken before the end of the leave year.
- 10 Employees who are absent due to illness or injury may at any time be required to submit to an examination by a medical practitioner nominated by the College. Any expenses incurred in relation to such an examination will be met by the College.

Heythtop College Sickness/Injury Absence Form

This form should be completed in, block capitals, by all staff for absences of one to seven days; and then passed to their line-manager.

Surname		First Name	
Job Title			
Department			
Absent from	(date)	Absent to	(date)
Reason for Absence	(please state nature of illness/injury)		
Signature		Date	

Line-manager: Please send to Personnel once completed. Thank you.

Form HC1 – Sickness Record Form