

SICKNESS ABSENCE POLICY

1. INTRODUCTION

The University of Suffolk is committed to ensuring the health and wellbeing of its employees and seeks to promote a healthy working environment through its policies, procedures and working practices. This policy and associated procedures and guidance applies to all employees, except during any probationary period, when probation procedures will apply. The University recognises the importance of a positive approach to managing sickness absence. These guidelines set out the principles which may be applied to the management of sickness absence and are intended for the information and guidance of employees and Line Managers.

Employees have a duty to attend work unless they are unable to do so through sickness or injury, or their absence has been approved. During periods of absences due to sickness, University of Suffolk operates both statutory sick pay and occupational sick pay provisions.

2. AIMS OF THE POLICY

The aims of this policy are to:

- To implement good employment practices which support good levels of resilience in our employees.
- Maintain high levels of attendance.
- Minimise disruption of the education of students and to work colleagues, as a result of employee's absences due to sickness.
- Treat employee absence in a consistent, fair and sensitive manner.
- Provide appropriate welfare support and advice on the management of general health issues which impact the ability to attend work.
- Create a positive culture which supports the health, safety and wellbeing of employees.

3. EMPLOYEE RESPONSIBILITIES

3.1. Notification of Absence

Employees who are unable to come to work due to ill health must inform their Line Manager by telephone as soon as possible on the first day of sickness. This should normally be by their normal starting time but certainly no later than 1 hour after this time. In the absence of the Line Manager, employees are requested to leave a message with a suitably responsible person within their work area, as appropriate (or with their Line Managers' manager). Only in exceptional circumstances will it be appropriate for another person to notify the University of an employee's absence. Failure to give timely notification of absence may result in sick pay being withheld.

When informing the Line Manager of their absence, employees are required to give an indication of the reasons for their absence and the length of time they expect to be absent. If it becomes clear that they will be unable to return after the time estimated, they should contact their Line Manager again as soon as possible to update them accordingly. It is reasonable for Line Managers to contact the employee if this information has not been provided or in the event of a concern or query.

When an employee has reported their absence to their Line Manager, it is the Line Manager's responsibility to record the absence using [MyView](#) for pay and monitoring purposes.

It is imperative that, during a period of sickness absence, employees keep their Line Manager (or authorised nominated person) informed regarding their health situation and their intention to return to work. The absent employee and their Line Manager should agree the frequency and method of contact on the first day of absence.

Employees who are taking annual leave when they become unwell or injured must still tell their Line Manager as soon as is practicable. Employees may be able to reclaim leave providing they have contacted their Line Manager immediately regarding them becoming unwell during their holiday and have submitted a medical certificate as supporting evidence.

Unauthorised Absences

It is the employee's responsibility to adhere to the absence reporting procedures as set out above. However, if an employee fails to report to work, without informing their Line Manager it is important that the matter is investigated with the employee. Contact may need to be made with the recorded next of kin to seek assurance around the wellbeing of the employee. As far as is reasonably practicable, the employee should be encouraged to discuss the absence and be given the opportunity to explain any unreported or unauthorised absence. If after all reasonable efforts have been made to contact the employee, they remain absent without leave, it may be treated as an unauthorised absence without pay and may warrant further formal investigation.

3.2 Certification

The University of Suffolk policy with respect to certification is as follows:

Self-Certification

First 7 calendar days of absence	Employees may self-certify their sickness absence for the first 7 calendar days. Self-certification should be confirmed using MyView.
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Doctors Certification

<p>8 calendar days or longer</p>	<p>Absences which continue to 8 calendar days or longer will be required to be covered by a Statement of Fitness for work certificate. Employees should obtain such a certificate from a relevant medical professional and send it to their Line Manager as soon as possible.</p> <p>The Statement of Fitness will confirm that the employee is either not fit for work or that they may be fit for work taking account of specific advice relating to:</p> <ul style="list-style-type: none"> • A phased or therapeutic return to work; • Altered work; • Amended duties; • Workplace adaptations; and/or • Any other information, including functional effects of their condition. <p>If the latter option: employee may be fit to work, they must contact their Line Manager as soon as possible, but in any event before returning to work to ensure timely consideration of the medical professional's recommendations. The Line Manager with support by a People Operations/People Business Partner will determine whether the recommendations are reasonable or practical in the circumstances and, if appropriate, may arrange a referral to Occupational Health for further advice.</p> <p>The University of Suffolk reserves the right to defer a return to work pending an occupational health assessment. The employee's absence on MyView should be closed when staff member returns to record the full period of absence. Statements of Fitness for Work should be uploaded and attached to the absence on MyView without delay to ensure the necessary arrangements to the staff member's sick pay have been made.</p>
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Failure to submit a Statement of Fitness for work certificate to cover any absence from work from the eighth day, coupled with no communication from the employee concerned confirming that their absence shall be continuing will be treated as unauthorised absence (unpaid leave).

Employees who become ill and begin their sickness absence during a working day, should record the next day as the first day of sickness absence, whether this is a normal working day or not. They should take reasonable steps to ensure their Line Manager (or another responsible manager) is informed of their departure before leaving the workplace. However, Line Managers should keep a local record of any part days taken to track any patterns of sickness. MyView includes a self-certification section for this purpose.

If an individual presents themselves fit for work before the medical certificate expires, then an assessment of the risk should be conducted to ensure there is no risk to an earlier return. There is no need for the individual to go back to their GP. If as a Line Manager, there is a concern over their fitness to return a further Occupational Health referral to seek a second opinion may be required. Please discuss with your People Operations/People Business Partner.

4. MANAGEMENT RESPONSIBILITIES

Line Managers have a duty to ensure safe working conditions and not to expose employees to reasonably foreseeable risks of injury (including psychological injury).

4.1 Maintain Contact with Absent Employees

Line Managers should maintain regular contact with employees who are absent due to ill health. The purpose of maintaining contact is a supportive approach to focus on the individual's health and wellbeing, planning their return to work and agreeing any support arrangements as and when appropriate.

The frequency of the contact will depend on individual circumstances. Contact should be by telephone, unless reasonable adjustments are required. Home visits can be arranged exceptionally where practical in agreement with the employee. Line Managers should agree contact with the employee while they are absent. It is important to create a climate of trust by agreeing beforehand the method, frequency, and reasons for keeping in contact. Line Managers should be sensitive to the needs of individuals when making contact and agree a 'keeping in touch' plan. Best practice suggests that Line Managers making contact without delay enables a supportive and earlier return to work. Employees should also be asked if they would like to receive news, information, or briefings available to other colleagues to help them feel connected with the University during their absence. This is optional and a supportive measure for the employee. If an employee requests that there should be no contact at all during sickness, the reason for this should be explored with them (or a nominated representative) and advice from their People Operations/People Business Partner should be sought if necessary. It is not reasonable for any absent employees to expect indefinite no contact from a representative of the university whilst they are absent. Exceptionally, a 'neutral' point of contact may be agreed for contact purposes.

4.2 Updating MyView with All Sickness Absences

Line Managers must ensure that MyView is updated with the details of the absence, preferably on the first day of absence but no later than 3 days after the start of the absence. As a result, the employee will receive an automated email confirming the absence has been recorded. In the case of ongoing absence, Line Managers must upload and attach a Statement of Fitness to the absence and extending the absence date on MyView, as they are received. Full guidance on recording absence on MyView can be found on [Hub](#).

4.3 Monitor Sickness Absence Levels and Patterns

Sickness absence data is available to all Line Managers via Qlik on the Employees Information Dashboard. Line Managers should use this data to identify employees who have reached the absence trigger levels or patterns of absence which may be unacceptable and require further investigation with the support of their People Operations/People Business Partner.

4.4 Short Term Absence Trigger Levels

University of Suffolk has identified frequent absence triggers that will prompt action. These triggers are as follows:

- Absences equating to 10 days or more in a rolling 12-month period (pro rata for part time and non-standard working employees – see below); or
- 3 occasions in a 6-month period or 4 occasions in a rolling 12 month period; or
- A pattern of absence judged unacceptable by management (e.g. frequent Friday or Monday absences or when certain work activities are taking place).

Part time employees and those working non-standard patterns (i.e. compressed working of full time in 4 days) shall have the triggers in this policy adjusted to their contracted working pattern which will be based on the number of days in the week they usually work:

Days worked per week	Days absence in rolling 12-month period
1	2

2	4
3	6
4	8
5	10

The trigger points should be used as a guide as individual circumstances should be considered. Line Managers will already be aware of the levels of absence in their teams and have discretion to act before triggers are reached if appropriate, e.g. when absences are consistently just below the trigger points. Equally, hitting a trigger will not always require action e.g. when an individual has been signed-off work following surgery or has a temporary condition which may lead to spells of absence in the short-term. Consideration should also be given over whether to suspend or extend a trigger point as a reasonable adjustment in the event of the individual's sickness absence being due to disability or maternity status.

4.5 Long Term Absence Trigger Level

If an employee is unfit to work for 4 working weeks (20 days for full time employees, pro rata for part time employees), the absence will be managed through the [Long Term Absence Management Framework](#).

Line Managers should seek advice and guidance from their People Operations/People Business Partner prior to or during any of the stages referred to above.

4.6 Referral to Occupational Health

If an employee is absent from work for 4 working weeks (20 days for full time employees, pro rata for part time employees) or more, or in the event of frequent absences, the University of Suffolk may seek to refer that employee to occupational health and may seek to refer earlier any employees who are absent with mental health related conditions to support recovery. Further details of the University's current occupational health provider may be obtained by the People and Organisational Development department. The occupational health service is provided by professionally qualified doctors/advisors who are suitably qualified in occupational health medicine.

A referral to occupational health may be made for one or more of the following reasons:

- To understand the nature of the absence, likely prognosis and to establish the likely duration of the absence.
- To obtain advice following diagnosis of a short or long term condition.
- To identify what, if any, adjustments we might need to consider making in order to facilitate an early return to work, which may include redeployment.
- To assist us in planning a phased return to work.
- To provide information for occupational pension purposes, in the event that ill-health retirement is the appropriate way forward.

The occupational health advisor may seek an employee's consent to approach their GP for medical records. These may be used by the occupational health advisor to understand better an employee's state of health and develop advice for the employer. However, details of medical records will not be shared with the University, unless that is with the express consent of the individual.

The University reserves the right to request that an employee attends a medical examination (including occupational health). Where a medical/health assessment is deemed necessary, employees are encouraged to attend an occupational health appointment. In the event of an individual refusing to attend an

appointment, management may be obliged to make decisions about future employment based on the information available to them.

Referrals to occupational health are made by the relevant People Operations/People Business Partner and the Occupational Health Advisor will give their opinions and recommendations in a report to the People Operations/People Business Partner. This report will be shared with the employee concerned. Reports will also usually be shared with the Line Manager.

Following receipt of this report, Line Managers are encouraged to meet with the employee to discuss the report and agree any support arrangements, as appropriate, to assist a return to work or alternative pathway.

In some cases, a case conference involving the employee, Line Manager, People Operations/People Business Partner and the Occupational Health Advisor may be appropriate. The employee may be accompanied by a Trade Union representative or a work colleague if they wish.

4.7 Return to Work

The Line Manager will conduct an informal return to work meeting as soon as reasonably possible after an employee returns to work after every occasion of absence. Usually this should occur on the day the employee returns to work. This is important and beneficial to ensure the employee is well supported upon their return. Any concerns raised should be discussed with your People Operations/People Business Partner for advice.

The purpose of the meeting is to:

- Welcome the employee back.
- Confirm their fitness to undertake full duties.
- Confirm their sickness record is correct.
- Enable either party to raise any remaining health or other issues.
- Address any underlying issues and raise concerns about the frequency of absences (if relevant).
- Discuss any required temporary or longer-standing adjustments to the job or work environment agreeing any other support arrangements, as required (based on occupational health advice. Where the level of adjustment required is not deemed to be reasonable to undertake, advice should be sought from the People Operations/People Business Partner.
- Discuss any matters relating to disability, and possible stress-related conditions.
- Discuss any medication or treatment which may be having any side effects and consider any temporary adjustments which may be needed to support the return to work.
- Discuss and note the total occasions and total days absence during the previous rolling 12-month period (including the latest absence). Determine whether an occupational health referral is appropriate; any employee who has reached or exceeded the trigger levels twice or more in a 6-month period will be referred to Occupational Health.
- Identify any other sources of help or support that may be appropriate (this may include counselling services, alcohol or drug support, workstation assessment, stress risk assessment, temporary variation in working hours or working practices).
- This is an opportunity to discuss any emerging issues if required such as attendance record (if a trigger level has been reached, managers should advise that the employee will be invited to attend a further informal meeting to discuss further as per Stage 1 of the Framework for Managing Infrequent Periods of Sickness).

The Return to Work form can be found on MyView to record the meeting which is available to both the Line Manager and employee.

Representation – a meeting of this kind is part of day-to-day management. There is no formal entitlement to representation at such a meeting.

4.8 Closing a Sickness Absence Record

When an employee returns to work, the Line Manager must close the absence record on MyView confirming their date of return alongside completing the Return to Work form.

As mentioned above, full guidance on using MyView can be found [here](#).

Line Managers may ask their People Operations/People Business Partner for advice if they are uncertain about an employee's fitness for work.

4.9 Individual Risk Assessments

Line Managers are responsible to ensure an appropriate risk assessment is conducted with their employees to identify support arrangements including reasonable adjustments to their job or work environment and arrangements on a temporary or permanent basis to support them particularly with certain health issues, this might include:-

- i) Pregnancy related – refer to Maternity Leave Policy.
- ii) Disability - refer to Personal Emergency Evacuation Procedures.
- iii) Musculoskeletal - refer to Display Screen Equipment (DSE) Policy.
- iv) Stress related – refer to Resilience and Stress Management Policy.

4.10 Reasonable Adjustments

In the event of a request for a reasonable adjustment from an employee or as recommended through occupational health or other specialist, Line Managers should consider the adjustment seriously and accommodate unless there is a genuine reason why this is not possible, in discussion with your People Operations/People Business Partner. This might be due to cost implications and the availability of resources (finance, equipment and people).

Examples of adjustments to working arrangements include:

- supporting a phased return to work; please see guidance
- changing individual's working hours;
- allowing employees to be absent from work for rehabilitation treatment.
- modifying work patterns and management systems;

Examples of adjustments to premises or support tools include:

- moving tasks to more accessible areas;
- making alterations to premises.
- providing new or modifying existing equipment and tools;
- modifying work furniture;

Examples of adjustments to a job or role (or additional support in conjunction with) include:

- providing additional training;
- modifying instructions or reference manuals;
- arranging telephone conferences to reduce travel;
- providing a buddy or mentor;
- providing supervision;
- reallocating work within the employee's team;

- providing alternative work.

Adjustments can be on a temporary or permanent basis. There is no guarantee that any of the adjustments noted above will be deemed reasonable in every situation – it is crucial that an assessment of requirements is undertaken in relation to each individual case.

Advice and guidance is available from the People Operations/People Business Partners to support the consideration and implementation of any adjustments requested or recommended.

4.11 Disability Leave

As part of our commitment to provide reasonable adjustments to employees who have declared themselves disabled, we offer up to 10 days' disability leave per academic year (pro rata for part time working) which may be taken for reasons related to their disability in place of uncertified sick leave. Disability leave may be used on a planned basis (for rest, rehabilitation, specialist appointments or other purposes related to the employee's disability) or on an unplanned basis. Employees declaring a disability may be referred to our Occupational Health provider for advice and guidance regarding appropriate adjustments that might be made to the workplace and/or job to support them.

Examples of disability leave:

- any hospital, GP and other medical appointments or specialist check-ups
- any hospital or other treatment, including physiotherapy
- any cancer treatment and rehabilitation
- any recovery time after a blood transfusion or dialysis treatment
- blood tests for diabetes, cancer or other conditions
- any rehabilitation training for a newly disabled employees learning to manage a condition
- any assessment for conditions such as dyslexia, dyspraxia and hearing aid tests
- any counselling or other therapeutic treatment for a mental health problem
- any training with a guide dog or other assistance dog, or in the use of specialist equipment
- attendance at medical assessments for in-work benefits
- having disability-related equipment serviced or fitted
- any period of time spent waiting for the employer to make workplace adaptations, like the provision of a new work station or specialised equipment.

For all instances of disability leave, employees must complete the online notification process in the same way as for sickness absence as outlined above but indicating that it is disability leave where prompted.

Disability leave shall not be recorded against sickness absence and will not count against entitlement to occupational sick pay. However, disability leave will be reviewed in accordance with normal monitoring procedures. Employees taking unplanned disability leave must notify their Line Manager of their absence in the same way as they would for an uncertified sickness absence.

The University of Suffolk is committed to supporting people with disabilities to remain at work. University management will work with employees to identify reasonable adjustments that may be made to the workplace or to the job in order to achieve this aim. To this end, we may seek professional advice from other agencies or occupational health. See Section 4.6 for more details on occupational health referrals.

5. PAY DURING SICKNESS

There are two main types of sick pay: occupational sick pay (OSP) (allowances detailed in 4.1) and statutory sick pay (SSP) (normally paid for a maximum of 28 weeks once OSP has expired); these are described in more detail in Appendix 1.

Occupational Sick Pay Allowances

During the first year of service	1 month's full pay and, after 4 months' service, 2 months half pay
During the second year of service	2 months' full pay and 2 months' half pay
During the third year of service	4 months' full pay and 4 months' half pay
During the fourth and fifth years of service	5 months' full pay and 5 months' half pay
After five years' service	6 months' full pay and 6 months' half pay

In the event of a long-term sickness absence leading to dismissal, the University of Suffolk reserves the right to cease employment prior to the occupational sick pay allowance being exhausted.

Employees whose absences are being monitored in accordance with the [Framework for Managing Frequent Periods of Absences](#) may not qualify for OSP in the event of any absences not being covered by a 'Statement of Fitness for Work'. The POD Department must advise the employees of certification requirements and the impact on their pay during associated process with this Framework.

6. PENSION CONTRIBUTIONS DURING SICKNESS ABSENCE

For employees with membership of the Local Government Pension Scheme (LGPS), benefits will continue to accrue during sickness absences as if the individual were working normally on full pay (even during periods of nil pay entitlement). If employees are on unpaid sick leave, they will not pay any contributions, but continue to accrue benefits.

For employees in the Universities Superannuation Scheme (USS), the University of Suffolk will maintain full employer's and the balance of employee's superannuation contributions during any period when an employee receives sick pay less than their full pay. However, employees are able to accrue benefits if they make up the employee and employer contributions for the full period of unpaid sick leave.

Employees are advised to check their pension scheme rules for further information about absence and the effects on pension contributions/entitlements.

7. TAKING HOLIDAY DURING SICKNESS ABSENCES

During periods of sickness absence, employees are able to take holiday to assist their recovery. This may be recommended by a medical practitioner. Bookings for leave should be made using MyView annual leave system in accordance with existing arrangements.

8. ACCURAL OF LEAVE DURING LONG TERM ABSENCE

Unless otherwise specified, statutory annual leave entitlement (four weeks for a full-time worker, pro rata for a part time worker) will continue to accrue during periods of sickness absence paid or unpaid. In these

circumstances, if the accrued outstanding leave cannot be taken within the normal annual leave period or carried forward period, other arrangements may be made to carry forward to the following leave year.

9. PEOPLE WITH ADDITIONAL NEEDS

We recognise that not all impairments and difficulties employees may encounter are classed as a disability under the Equality Act and that employees may require additional support to assist them with a temporary or longer-term health issue.

Employees are encouraged to approach their Line Manager about any support they may require to assist them. Advice and guidance is available from your People Operations/People Business Partner, if required.

10. ABSENCES DUE TO INJURIES CAUSED BY ACCIDENTS

If you are absent through injuries caused by the actionable negligence of a third party in respect of which damages may be recoverable, you must inform your Line Manager as soon as it is reasonably practicable to do so. Any payment that may be made by the University for all or part of any such absence (other than statutory sick pay) shall be by way of a loan (notwithstanding that as an interim measure income tax has been deducted from any payments as if they were emoluments of employment) that must be repaid in full. If damages are settled on a proportionate basis, the University will require full details. The amount of any repayment to the organisation required in those circumstances will be determined by the organisation but will not exceed the actual damages recovered or the part thereof identified as loss of earnings.

In circumstances where no claim is made or where no claim can be made, you may, at the University's discretion, be paid up to your maximum sick pay entitlement.

Where such an advance is refunded in full, the absence will not count in aggregating periods of sickness absence but will remain on file for reasons of fact.

11. ALCOHOL, DRUGS AND SUBSTANCE MISUSE

The Alcohol, Drugs and Substance Misuse Policy is published on Hub.

12. RESILIENCE AT WORK

Whilst it is recognised that illnesses can be unavoidable, employees are expected to take adequate steps to ensure their fitness for work.

As part of our commitment to employee wellbeing we offer access to the following which provide opportunities for employees to improve their physical, mental and social wellbeing to support rehabilitation following illness or generally:

- Employees Assistance Programme which offers a confidential counselling helpline on 0800 028 0199.
- Phased return to work for long term sickness
- Flexible and Agile Working
- Physiotherapy/Osteopathy Support (on a case by case basis)
- Ergonomic assessments
- Occupational Health services
- Other professional health services as required
- Signposting to a number of online resources via the Wellbeing Toolkit

Further details about the above are available on Hub. Alternatively, please contact a member of the POD Team for guidance.

We also have a range of policies which support employees wellbeing and work/life balance including:

- Special Leave Policy
- Flexible Working Policy
- Flexible Retirement Policy
- Flexi-time Scheme (Grades 1 - 6)
- Family Friendly Policy - Adoption Leave
- Family Friendly Policy - Maternity: Leave and Benefits
- Family Friendly Policy - Parental Leave
- Family Friendly Policy - Paternity Leave
- Family Friendly Policy - Time off for Dependants
- Shared Parental Leave Policy
- Resilience & Stress Management Policy
- Eyecare Policy

Appendix 1

TYPES OF SICK PAY

Statutory Sick Pay (SSP)

An employer pays this to an employee who is away from work because they are sick. SSP is a Social Security benefit paid by employers. It is not the same as occupational sick pay from University of Suffolk. SSP is normally paid for a maximum of 28 weeks.

Nearly all employees are covered by SSP if they are sick for four or more days in a row (including weekends and Bank Holidays). People who do not get SSP include those who:

- Have a contract of employment for less than three months;
- Do not pay any National Insurance;
- Go off sick within specified periods of a previous claim for certain state benefits (e.g. sickness benefit, Employment and Support Allowance, maternity allowance etc.);
- Have done no work under the contract of employment;
- Go sick due to stoppage of work associated to a trade dispute;
- Are off sick due to a pregnancy related illness starting or continuing in the 4th week before her expected week of confinement;
- Are sick whilst abroad outside the European Union (EU). You can get it if you are in the EU;
- Are in legal custody.

If you are not entitled to SSP or you have received your full entitlement to SSP Payroll will send you form SSP1 which you send to the DWP to claim Employment and Support Allowance. This applies after you have been absent from work for more than 28 weeks within a specified period.

Occupational Sick Pay

While you are absent from work, due to sickness we will continue to pay you in accordance with the Occupational Sick Pay Scheme providing you are conforming with the Sickness Policy. The length of time that you receive pay, and the amount of pay you receive, will depend upon your length of service. During the period you are entitled to full pay and Statutory Sick Pay (SSP) you will receive your SSP entitlement plus an allowance bringing your earnings up to their usual level. In practice, your earnings will be unchanged.

Access to occupational sick pay for a specific period of sickness absence is calculated as follows:

- By calculating the provision appropriate to your length of service on the first day of any period of sickness absence, and
- By deducting from that provision the aggregate of periods of sickness absence during the twelve months immediately preceding the first day of absence i.e. a rolling period of twelve months.

If you are entitled to receive SSP, or you are in receipt of any other allowances or benefits, these will be offset against any occupational provision to full pay.

Where an employee is entitled to receive half pay, the total sum of half pay plus SSP, if appropriate, and any other benefits or allowances, must not exceed full pay. If necessary, the half pay allowance will be reduced.

If a public holiday occurs during a period of sick leave, the member of staff will continue to receive occupational sick pay. However, no payment will be made for a public holiday which occurs during a period of unpaid sick leave.

In determining your normal pay for the purposes of this scheme, Payroll will include any regular paid overtime which is an express, contractual requirement of your terms of employment.

Entitlement to paid sick leave for a term-time only employee applies only during periods when the employee would normally be at work.

Exceptional provisions apply to any employee who is injured as a result of a crime of violence in the course of their work for the University.

Where a period of absence is due to injury sustained by the member of staff in the actual discharge of their duties, and which is not attributable to any fault of their own, the member of staff will be able to access occupational sick pay but the receipt of such occupational sick pay will not count in aggregating periods of sickness absence.

Staff whose attendance at work is being formally monitored in accordance with the [Framework for Managing Frequent Periods of Absence](#) may be required to submit doctor certificates for any sickness absences, regardless of duration, during the monitoring period. Employees should note that they may be charged by their Medical Practice for such a certificate. People & Organisational Development will inform employees in writing that this is a requirement as part of the formal monitoring process, see Stage 2 of the Framework for further details. Failure to submit a doctor's certificate to cover any absences, as required, will mean that the staff member will only receive SSP for the relevant period.

Industrial Injury

If you have an injury during work time or you have contracted certain types of disease through work, you may be entitled to Industrial Injury Benefit. This is paid on top of benefits and pay.

If you have an accident while you are working, you must complete an accident report form, available from your place of work.

[Equality Impact Assessment](#)