SICK PAY, ENTITLEMENT AND NOTIFICATION POLICY

**During the first year of service**

One months full pay and after four months service two months half pay or the statutory entitlement to sick pay, whichever is the greater.

**During the second year of service**

Two months full pay and two months half pay.

**During the third year of service**

Four months full pay and four months half pay.

**During the fourth and fifth year of service**

Five months full pay and five months half pay.

**After five years service**

Six months full pay and six months half pay.

**Statutory Sick Pay**

The above entitlement to Liverpool Hope sick pay is inclusive of a staff member’s entitlement to Statutory Sick Pay for the first twenty eight weeks of any period of incapacity for work. After twenty eight weeks, sick pay will be subject to deduction of any statutory standard rate of benefit receivable. Qualifying days for the payment of SSP will normally be five days per week, Monday to Friday.

If a staff member is excluded from receiving SSP because s/he has received sick benefit within a period of 57 days, (Monday to Sunday inclusive) s/he will receive a letter from the DSS which should be forwarded to the Human Resources Office.

Where a member of staff with relatively short service suffers long term sickness then their entitlement to SSP may exceed their entitlement to Liverpool Hope paid sick leave. In such cases, the University will pay to the staff members the appropriate rate of SSP after Liverpool Hope sick pay ceases and until a return to work or the completion of twenty eight consecutive weeks of absence, whichever is the shorter period.

**On first day of sickness**

A member of staff who is prevented from reporting to work because of illness, is asked to notify, by telephone without delay, the Head of Office, who will then notify the Human Resources Office.
**For four, five, or six days of sickness**

If a member of staff is sick for four, five or six days, s/he should report his/her return to the person in the organisation to whom s/he normally reports immediately on his/her return from sick leave, and a self certification should be given to the Human Resources Office.

**For more than six days sickness**

If a member of staff is sick for more than six days, excluding Sunday s/he should visit his/her doctor to obtain a sickness certificate. A copy of the sickness certificate should be submitted to the Human Resources Office as appropriate. The staff member should report his/her return to the Human Resources Office immediately on his/her return from sick leave.

It should be emphasised that failure to complete a self certification form, submit sickness certificates, notify absence as required or report return from sick leave, could affect payment of sick pay.

Sick leave is aggregated for the twelve months immediately preceding the first day of illness and is deducted from the entitlement for the current sick leave year.

**Recording of Sickness Absence**

All sickness absence will be recorded electronically by the authorised Head of Office and forwarded to the HR Office for notification.