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# 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.



## 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"> <li>A phased or therapeutic return to work;</li> <li>Altered work;</li> <li>Amended duties;</li> <li>Workplace adaptations; and/or</li> <li>Any other information, including functional effects of their condition.</li> </ul> <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 <b>before</b> returning to work to en-</p> <p>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 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</p> |
|----------------------------------|---|

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







**Representation** a meeting of this kind is part of day-





### Occupational Sick Pay Allowances

|                                   |                         |
|-----------------------------------|-------------------------|
| During the first year of service  | vice, 2 months half pay |
| During the second year of service | pay                     |
| During the third year of service  | pay                     |







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.

ff 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](#)**