

THE UNIVERSITY OF SUSSEX

SICKNESS BENEFIT SCHEME FOR TECHNICAL STAFF

Preamble

1. These regulations apply to all members of the technical staff.
2. The University's Sick Pay Scheme covers employees who are absent from duty owing to certificated illness, including industrial diseases(SSP) from April 1983, some requirements of the University's Sick Pay Scheme may vary from the statutory requirements of SSP. Care should be taken to distinguish between the respective requirements of the two Schemes. It is not intended that employees shall receive, during the first eight weeks of absence, less than the normal pay as defined in Paragraph 6.

Conditions for claiming allowance

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4. a) A member of staff absent from duty owing to illness should send notification of the fact to the University (i.e. inform his or her Section Head immediately by telephone or letter) on the first day of absence. (This is in order that arrangements may be made for his or her duties to be carried out);
 - b) a self certificate must be furnished to cover four to seven calendar days of absence;
 - c) a doctor's statement must be furnished to cover absence of more than seven calendar days;
 - d) if the period of absence extends beyond the period covered by a medical statement, further medical statements must be submitted. The last medical statement must show the date on which the incapacity ended.

Scale of Allowances

5. A member of staff to whom the above regulations apply who is absent from duty owing to illness (which term is deemed to include injury or other disability) shall be entitled, subject to the provisions of this scheme, to payment in accordance with the following scale:

	Full pay	Half pay
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Calculation of Allowances

7. a) The rate of allowance and the period for which it shall be paid in respect of any period of absence due to illness shall be ascertained by deducting from the period of benefit appropriate to service on the first day of absence the aggregate of the periods of absence due to illness during the twelve months immediately preceding the first day of absence. In aggregating the periods of absence no account shall be taken of any unpaid absence on sickness leave.
- b) Where a public or bank holiday occurs during paid sickness leave, the allowance shall be suspended and holiday pay substituted.
- c) The allowance shall not exceed the sum (if any)