Sickness Absence Policy

The University wishes to create a healthy working environment for staff that protects their physical and mental well-being. It is recognised, however that staff, on occasion, will be absent from work on the grounds of ill health and it is essential that the University has arrangements for the recording, monitoring and effective management of sickness absence. This policy establishes a common reporting procedure for all staff employed by the University, academic and non-academic, part-time and full-time, including those on fixed term contracts.

Effective management of sickness absence is not just about reporting the absence but open communication with the employee to understand their situation. The University has a duty of care to all its employees to ensure their health and safety whilst at work. We will encourage and facilitate practices and services that support employee well-being by providing advice and guidance through Line Manager, Employee Assistance Programme (EAP), Occupational Health and Counselling.

Definition

“Sickness” is defined as incapacity to carry out duties and responsibilities which the employee is contractually obliged to do because of their own illness or accident.

The Sickness Absence Reporting Procedure outlined in this policy provides information for all employees on how to report their sickness absence to their line managers. Failure to follow the sickness absence reporting procedure may lead to disciplinary action.

Each School/Directorate should have a designated person to whom absence is reported for recording purposes and in the majority of instances this will be the line manager.

1. Reporting and Recording Sickness Absence

1.1 It is the responsibility of individual line managers to ensure that all of their staff understand and follow the absence reporting procedure.

1.2 The line manager will need to complete a Sickness form USP1 on day one of a member of staff informing them of their absence and send to HR Operations, to ensure that the absence is recorded on the Human Resources and payroll system. When the member of staff has returned to work the line manager needs to complete another USP1 form with the return date stated.

1.3 Where a member of staff is unable to attend work due to unforeseen circumstances, the member of staff is required to contact his / her line manager or designated person to whom absence is reported for recording purposes on the first day of absence before or as close to his / her start time as possible, and certainly prior to any formal commitments for the day. This should not normally be later than one hour after their normal commencement time.
1.4 If a member of staff is in a customer facing role or they are required to start work early, then local arrangements may require a slightly different process for reporting the first day of sickness absence.

1.5 During the call the member of staff should explain:

- Why they are unable to come to work;
- How long they think the sickness absence might last;
- What action they are taking to mitigate the effects of the illness, e.g. visiting the doctor;
- Where they can be contacted during the day should their line manager need to get in touch with them;
- Any outstanding or urgent work that needs to be dealt with.

1.6 It is expected that in the majority of cases contact will be made by telephone, however, it is recognised that on occasions this may not be possible. It is not acceptable to leave messages reporting absence with other members of staff who are not responsible for absence reporting.

1.7 Only in exceptional circumstances should a relative or friend telephone if the member of staff is not able to do so him/herself and should contact the member of staff’s line manager. It is not acceptable to leave messages reporting absence with anyone else.

1.8 Where a situation occurs whilst a member of staff is at work, and the employee needs to leave work to deal with it, he/she should inform his/her line manager and seek permission to leave work. The manager should make a note of this period of absence and record as appropriate.

1.9 This procedure must be followed where an individual is scheduled to work from home or other locations, other than University premises, on a certain day, or they are due to attend an external training course.

1.10 Staff on secondment or sabbatical should also inform their line manager of any period of sickness in accordance with this procedure.

2. Contact during sickness absence

2.1 All members of staff are expected to maintain contact with their line manager during their sickness absence at an appropriate frequency, agreed with their manager, to update the line manager on the expected return to work date.

2.2 Where the absence is not covered by a fit note, the member of staff would be expected to contact their line manager on a daily basis, unless otherwise agreed by the line manager.

2.3 Where the sickness absence is likely to be long-term, the line manager must ensure that they maintain contact with the member of staff during the period of sickness absence to show concern for their well-being and to encourage them to return to work as soon as they are fit.

2.4 Where the sickness occurs overseas, whether the employee is on leave and does not expect to return to work on the agreed date or whether the employee is away on
business, they are still expected to keep in regular contact with their manager to
keep them updated on their sickness absence and expected return to work.

Where it is likely that this sickness is to result in long term absence from work and
the employee is unable to return to their normal place of residence they must
provide an alternative telephone number where they can be contacted.

Where time zones and the reason for absence allow, the employee must remain
contactable during normal working hours and where possible follow the absence
procedure.

3. **Self-certification - day one to day seven (includes any non-working day)**

3.1 In order to qualify for occupational sick pay, all staff are required to complete the
relevant section of the USP1 form (self-certification) for any period of sickness
absence from 1 to 7 calendar days in duration. The USP1 form must then be returned
to their line manager or the department’s designated representative for submission
to the Human Resources Operations Department.

4. **Eighth day of absence (includes any non-working day)**

4.1 For absences exceeding 7 calendar days or more, an employee must obtain a fit note,
usually issued by their GP, which should be submitted to their line manager or
designated representative. The medical certificate should then be attached to a USP1
form, with the relevant section completed, and then forwarded to the Human
Resources Operations Department.

4.2 From this point onwards medical certificates must be submitted in a timely manner
to cover any further periods of absence. Sick pay may be withheld in the event of
non receipt of medical certificates by Human Resources.

5. **Non-working day**

5.1 In reporting sickness absence it is important to understand the relevance of the
“nonworking” day, particularly for those who do not work the standard week (i.e.
Monday to Friday). For example, for a part time member of staff who normally works
Monday to Wednesday each week, and who rings in sick on the Monday, Tuesday
and Wednesday, the 8th day of absence will be the following Monday, i.e. the eighth
calendar day, when a fit note will be required. If the employee returns to work on
the 8th day and it is her / his first day of fitness, only the normal working days (in
this case Monday, Tuesday and Wednesday) would be recorded as absences against
the sickness record.

6. **Unauthorised absence**

6.1 Absence that has not been notified in accordance with this policy will be treated as
unauthorised absence, unless a reason is subsequently given which the manager
considers acceptable.

6.2 If a member of staff does not report for work and has not informed their immediate
line manager or other senior member of staff why they have not attended for work,
their line manager should make all reasonable efforts to contact them e.g. by
telephone or in writing and should record any action taken.
6.3 Where the manager has been unable to make contact with the employee the manager should contact the relevant HR Partner/Adviser who will provide advice on the most suitable course of action to follow.

6.4 Failure to report sickness absence in accordance with this procedure may result in the loss of sick pay and may invoke the disciplinary process.

7. **Persistent short-term absences**

7.1 These absences will generally be for relatively minor illness or injury e.g. for such common ailments as flu, stomach upset, back pain etc. The absences may be due to a variety of reasons, or due to a persistent medical condition.

7.2 Where there appears to be a problem of persistent short absences the line manager should explore with the member of staff whether there are any underlying problems that are causing the absence and may refer them to Occupational Health.

7.3 As a guideline the following will normally be regarded as persistent short term absences and will trigger this procedure:

- Three periods of sickness absence in a 3 month period;
- Regular absence on certain days, e.g. Mondays or Fridays, long shift days, known busy days etc;
- An employee may also be considered to have an unacceptable level of persistent short term absence where a combination of odd days, longer periods and patterns of absence cause the line manager concern.

8. **Pregnancy related sickness**

8.1 An employee who is absent due to a pregnancy-related illness during the four week period prior to her due date will be required to start her maternity leave on the date that she goes off sick, and will be entitled to maternity pay and not sick pay. Odd days of pregnancy-related illness during this period may be disregarded if the employee wishes to defer the start of her maternity leave period, and a risk assessment does not indicate that carrying out work will endanger her pregnancy.

8.2 Pregnancy-related sickness absence should be recorded separately and should not be taken into account when looking at targets for absence levels.

9. **Disability related sickness**

9.1 Disability related sickness absence will be managed in accordance with the Equality Act 2010 and related Codes of Practice and guidance, and advice on specific cases can be sought from your HR Partners/Adviser.

9.2 As a general rule when assessing trigger points for staff with disabilities, the line manager should separate absence as a result of disability from other sickness absence.
10. **Return to work – return to work interview**

10.1 When a member of staff returns to work, their line manager should organise an return to work interview, this should happen for all periods of absence, regardless of whether the absence is for 1 day or 1 week. Where the employee is returning from long-term sickness absence, a meeting to discuss their return to work plan should have already taken place. However, it is still recommended that the line manager meet with the returning employee on their first day back to help ensure a successful rehabilitation to the work place.

10.2 These interviews should ideally be done on the employee’s first day back at work.

10.3 In the interview the line manager will ask the member of staff about their illness and how well they have recovered. They will also complete with the member of staff a self-certificate (USP1) for the first seven calendar days of their illness. The seven days includes those days on which they do not normally work, e.g. weekends and public holidays.

10.4 The purpose of the return to work interview is:

- To give the manager the opportunity to check that the employee is fit enough to return to work
- To give the member of staff an opportunity to discuss any concerns he or she may have, and to identify any domestic, welfare or work related problems in an appropriate forum
- To establish the reasons for the absence and complete the necessary sickness certification form
- To inform the employee of the Employee Assistance Programme for advice and support
- To raise the option of the member of staff seeing Occupational Health via a management referral or seek advice for counselling support.
- To make the employee aware of any changes that may have occurred during his/her absence
- To discuss any return to work programme or action plan, as appropriate.

10.5 If the member of staff has been absent for more than 7 calendar days (including weekends and public holidays), they should bring with them a “fit note” from their doctor. This should explain the nature of their illness and confirm they are fit to return to work.

10.6 If the employee has been absent for 1 month or more, or they have mentioned they have a medical condition or their absence was a result of an accident at work then the employee may be referred to the University’s Occupational Health provider for their advice before their return to work.

10.7 USP1 form is required by HR Operations to advise that the employee has returned to work.

10.8 A return to work interview form is available as a guide to line managers on what should be covered in the interview.
11. **Formal sickness absence review meeting**

11.1 At any point where an employee’s sickness absence record becomes a cause for concern and when the line manager considers that persistent short term absences have occurred, the line manager will arrange a formal sickness absence review meeting with the employee concerned. In these circumstances there will be no need to hold a return to work interview for the last period of absence.

11.2 Prior to arranging a formal sickness absence review meeting please seek guidance from the relevant HR Partner/Adviser.

11.3 The employee should be given at least 5 working days notice of the meeting in writing (unless the employee agrees to less). He or she may choose to be accompanied at the meeting by a trade union representative or work colleague.

11.4 The objectives of the sickness absence review meeting are:

- To give the employee and his/her manager the opportunity to review the attendance record of the employee.
- To ensure that the information on the sickness absence record is up-to-date and accurate and that the employee agrees with the facts, i.e. the nature and duration of the illness in each case, the likelihood of the illness returning or some other illness occurring.
- To give the employee the opportunity to discuss the reasons for his/her periods of absence and review any previous efforts to assist the employee and to discuss any further assistance that may be possible to help reduce the level of absence.
- To explain to the employee the difficulties in providing services that are experienced by colleagues and management which arise from the employee’s absence.

11.5 After taking the above information into consideration the line manager should:

- Inform the employee that a clear improvement in attendance is required over a specific period (no longer than three months).
- Establish with the employee a programme to reduce the level of absence. This could involve, for example, a change of duties / environment etc., welfare related action (including availability of Employee Assistance Programme and counselling services), closer monitoring etc. Progress should be monitored at regular intervals.
- Consider referring the employee to the University’s Occupational Health provider to obtain a medical opinion on the person’s fitness. This should particularly be considered where the employee suggests that an underlying medical problem is, or may be, a contributory factor.
- In cases of suspected abuse of the sickness absence procedure or where there is a concern about the level or type of absence, a member of staff may be required to provide a fit note for each absence regardless of duration. The University would in these circumstances cover the costs incurred by the individual in gaining such medical fit notes, for absences of less than 7 days.

12. **Review process**

12.1 During the review period the employee’s attendance should be closely monitored and the line manager should discuss all sickness absences with the employee in line with absence policy.
12.2 At the end of the specified review period the line manager should decide whether or not there has been a clear improvement in the employee’s attendance.

12.3 Where there has been a clear improvement the employee should be advised of this in writing and informed that no further formal review will take place as long as the improvement is maintained.

12.4 Where there has not been a clear improvement in the review period, i.e. the pattern of sickness continues or the required levels of attendance are not met, the Disciplinary or Capability Procedure may be invoked. Managers should seek advice from their HR Partner/Adviser.

13. **Sickness during a period of paid holiday or unpaid leave**

13.1 Occasionally, a member of staff may become ill whilst they are taking a period of paid holiday or unpaid leave, and wish to have this absence classed as sick leave.

13.2 This is possible as long as the member of staff can provide a “fit note” from their GP, confirming that they would not have been fit enough to carry out their usual duties at that time. Staff who provide a “fit note” can claim back annual leave and bank holidays but not closure days, which fall during the absence period. These days can then be taken at another point in the annual leave year or within 3 months of the end of the leave year, depending on when the sickness absence occurs.

13.3 Members of staff who have fallen ill while abroad should also provide a doctor’s certificate on their return to work.

13.4 Where a member of staff falls ill overseas during a period of planned annual leave the University may request to see evidence of when the employee’s return flight to the UK was booked.

13.5 Where it is likely that this sickness is to result in long term absence from work and the employee is unable to return to their normal place of residence they must provide an alternative telephone number where they can be contacted.

13.6 Where time zones and the reason for absence allow the employee must remain contactable during normal working hours and be able to participate in this sickness absence procedure.

13.7 If the employee’s sickness abroad is for a prolonged period then the University will require a sickness certificate in the interim period. Please seek advice from the relevant HR Partner/Adviser if unsure on when to request a sick certificate.

13.8 Post-dated certificates, covering a period prior to the doctor’s appointment will not be accepted.

14. **Long-term absence**

14.1 For the purposes of this procedure, long-term sickness absence is defined as being continuous absence of a month or more or cumulative absence which aggregates to a month or more within a ‘rolling’ period of 12 months in respect of a particular medical condition(s).
In these circumstances the line manager should seek advice from the relevant HR Partner/Adviser.

14.2 It is likely that the HR Partner/Adviser will recommend a management referral to the University’s Occupational Health provider for advice on the impact of the illness, a likely date of return and any rehabilitation advice. Advice may also be given in relation to seeking counselling support.

The line manager should then complete the Occupational Health Management Referral Form (add hyperlink) and send it to the employee with a covering letter.

If the employee consents to the referral they must sign the relevant section of the referral form and return it to their line manager, so that it can then be forwarded to Occupational Health. They will then contact the employee directly to arrange an appointment.

14.3 Referral to Occupational Health is likely to entail contact with the employee’s GP or consultant, which will require consent under the Access to Medical Reports Act 1988. Where this is necessary the employee will have the procedure explained to them by Occupational Health and will be asked to complete the appropriate consent form.

14.4 It should be noted that in circumstances where an individual refuses to give their consent to the referral to Occupational Health, the University would act solely on the basis of the information available at that time.

14.5 The line manager or his/her nominee (who should be a senior member of staff) should maintain regular contact with the employee (at least fortnightly) by the most appropriate means e.g. letter, telephone, email or home visits. A record must be kept of all contact made and this should be placed on the employee’s personal file.

14.6 It is important to point out that a home visit can only take place by prior agreement with the employee, or other person nominated by him/her, and there is no obligation on the employee to agree to a home visit. If a home visit is unwelcome, the line manager should suggest an alternative location.

The line manager may be accompanied at a home visit by another member of staff or a representative from Human Resources.

Once advice has been received from Occupational Health, the line manager must contact the relevant HR Partner/Adviser to discuss the advice.

15. **Still unfit to return to work**

15.1 Where the advice from Occupational Health confirms that the employee is still unfit to return to work, Occupational Health will arrange to review the employee again at an appropriate time in the future.

15.2 If the employee has been off work for 3 months or more, the line manager should arrange to meet the employee to discuss how their recovery is progressing, to discuss any concerns that he or she may have about their absence from work and to review the support that could be provided.
Further advice should then be sought from Occupational Health as to whether it is likely that the employee will be able to return to work in the foreseeable future.

16. Return to work plan/rehabilitation

16.1 If the medical advice is that the employee would be able to return to work on a limited basis or if appropriate adjustments were made to the place of work and/or to the way in which the work is carried out, full consideration will be given to whether this can be reasonably accommodated. The parties to this consideration will be: the Line Manager and Head of Facility / Directorate concerned; the appropriate HR Partner/Adviser; and the University’s Occupational Health Adviser, in consultation with the employee.

16.2 The employee will then be invited to a meeting with his/her line manager to discuss the return to work plan. The employee may choose to be accompanied at the meeting by a work colleague or trade union representative if they so wish.

17. Redeployment

17.1 If the advice from Occupational Health is that the employee will no longer be able to undertake the role for which he/she was appointed, consideration will be given as to whether there is any alternative post to which the person may be transferred.

17.2 In these circumstances the member of staff will provide Human Resources with an up-to-date CV and details of their skills and abilities and areas of interest. An HR Partner/Adviser will then arrange to meet regularly with the individual member of staff to review suitable redeployment opportunities. It will also be the employee’s responsibility to check the University’s job vacancy page on the intranet.

17.3 As a first step the Head of School or equivalent will undertake a careful assessment of redeployment opportunities within the School.

17.4 There can be no guarantee of identifying an alternative post into which an employee can be suitably redeployed.

17.5 Where redeployment is being sought, employees will be considered for any redeployment opportunities for a maximum of 12 weeks in order to allow a reasonable period to explore the potential of any possible redeployment. If in the event no suitable redeployment is found, payment of salary will be made in accordance with the employee’s notice entitlement.

17.6 Where possible, consideration will be given to providing any training which the employee may require in order to meet a person specification.

18. Suspension on Medical Grounds

18.1 There may be occasions where it is necessary to suspend an employee from work on full pay on medical grounds where there are concerns about their health and safety at work or the safety of others.

18.2 No suspension from work should take place without the authorisation of the Director of Human Resources or nominee.
18.3 Where it is the nature of the work that gives rise to the concerns over safety, the Head of School/Directorate should look to see if there is any other work that the individual could carry out on a temporary basis.

18.4 Where it is not possible to find alternative employment for the member of staff on a temporary basis, they should be informed of the decision to suspend them on medical grounds on full pay. This decision must be confirmed in writing.

19. **Permanent ill-health/early retirement**

19.1 An early retirement on the grounds of ill-health can only be considered where the employee is a member of the USS / UREPF pension scheme.

19.2 Any application for early retirement on the grounds of ill-health is determined under the rules of the relevant pension scheme.

19.3 Where a member of staff is considered by Occupational Health to be permanently unfit to return to his/her current post, and redeployment is not a feasible option, the possibility of an early retirement on the grounds of ill-health will be discussed with the member of staff.

19.4 The HR Partner/Adviser will then refer the matter to the Pensions Office to ask the pension scheme to investigate whether the person satisfies the criteria for a full or partial ill health retirement. This is likely to require further medical advice.

19.5 A meeting will then be arranged with the member of staff to confirm the decision. If the decision is that the employee should be retired on the grounds of ill-health, an early retirement date will then be set.

19.6 The HR Partner/Adviser will then write to the employee to confirm the effective date of retirement.

20. **Dismissal on the grounds of medical incapacity (non-academic staff)**

20.1 If the medical evidence confirms that the employee will be unable to return to work in the foreseeable future, or within an acceptable timescale, consideration will be given to the termination of his/her employment.

20.2 In these circumstances a meeting will then be arranged with the employee, their line manager and a representative from Human Resources. The employee will be given the opportunity to be accompanied at the meeting by a trade union representative or work colleague.

20.3 If no new information is forthcoming to challenge this conclusion the employee will be given written notification that if he/she is not able to return to work by a given date then they will be served with notice of the termination of their appointment. The termination date will normally be after entitlement to University sick pay has expired, though may be earlier where appropriate.

20.4 If at the end of the stated period the employee has not returned to work there will be a further meeting with the employee. If there have been any significant developments it may be necessary to obtain a further medical report before any final action is taken. Where a return to work in the foreseeable future still appears unlikely the appropriate notice would be given to end the employee’s employment.
20.5 The employee would also be notified of their right of appeal.

20.6 Where an employee wishes to exercise the right of appeal he/she should write to the University Secretary with a copy to the Director of HR setting out the grounds of the appeal. This should be done within 10 working days of receipt of the written notification of the outcome of the meeting.

20.7 Where the appointment is terminated the University would be willing to consider a future job application from the member of staff if his/her health has improved sufficiently. Before any offer of employment is made, the University would seek the medical opinion of its Occupational Health Advisor, who will consult with the individual’s GP/Specialist, as appropriate, to determine the individual’s ‘fitness’ for the post.

21. Appeals

21.1 In the case of dismissal on the grounds of medical incapacity the employee has the right to appeal. Appeals will normally be limited to a review on the following grounds:

- That there is new relevant medical evidence available
- That there was a material procedural mistake or omission at any stage of the formal procedure
- That there has been unreasonableness and unfairness in the investigation or capability process, including the conclusions of the Chair.

21.2 Appeals will not be a complete re-hearing, unless the Appeal Chair, following discussion with the Director of HR, considers this to be appropriate.

21.3 Any appeal under this procedure must be made in writing within 10 working days of the date of the written notification to the employee of the decision. The appeal should state the grounds upon which it is made and shall be made to the University Secretary with a copy to the Director of HR.

21.4 As soon as possible upon receipt of the appeal, the University Secretary shall nominate an appropriate person(s) to hear the appeal, the Appeal Chair. The person so nominated shall not have been involved at any earlier stage of the case and shall be at a more senior management level to the Chair.

21.5 The appeal meeting will be held as soon as practicable. Notice shall include who will hear the appeal and time, date and location of the appeal meeting. Any documents which need to be exchanged must be provided at least 5 days prior to the meeting.

21.6 The employee shall have the right to be accompanied by a work colleague or trade union representative. The role of the companion is to accompany the employee, and the companion may put forward and sum up their case if required by the employee. Companions should be given a reasonable amount of paid time off to fulfil their responsibilities. The employee must inform the Appeal Chair of the identity of the companion in advance of the appeal meeting. If the companion is unable to attend the date and time arranged, the meeting may be postponed by up to 5 working days.

21.7 The relevant documentation to be presented at the appeal, copies of all paperwork or original proceedings, will be circulated in advance to both parties. Any new evidence
upon which the employee wishes to rely must be provided to the Appeal Chair 5 days prior to the appeal.

21.8 The Appeal Chair shall be accompanied by an appropriate member of staff normally a member of the HR Department. The Appeal Chair may determine the procedure for the appeal. If either party wishes to call witnesses to the appeal meeting, the names of the witnesses should be informed in advance to the other party. The Investigator and / or Chair may be invited to attend and speak at the appeal hearing as appropriate.

21.9 The Appeal Chair shall have the power to confirm or revoke the decision. The outcome of the appeal shall be notified in writing to the employee by the Appeal Chair as soon as possible following completion of the appeal. A written record will be made of the appeal and will be available to the employee.

21.10 An appeal against a dismissal on the grounds of medical incapacity should be made in writing following the above procedure and will be heard by a panel consisting of the University Secretary and the Director of HR or appropriate member of the HR Department and one other appropriate senior member of University management.

22. Dismissal on the grounds of medical incapacity (academic staff – statute XXXIII)

22.1 The provisions for removal of a member of academic staff from office for incapacity on medical grounds are set out in Part IV of Statute XXXIII of the University's statutes. The member of staff has the right of appeal in accordance with clause 25 (e) Part V of Statute XXXIII, against any decisions arising out of the application of Part IV.

23. Pay whilst off sick

23.1 Depending on length of service a member of staff is entitled to receive full pay, subject to deduction of SSP and / or state sickness benefit and on the production of fit notes, for a period of six months in a rolling twelve months while absent on sick leave. For continued absence after six months, staff are entitled to six months half pay, based on length of service. However no combination of half pay plus benefit or SSP should exceed full pay. In those cases, half pay will be reduced accordingly. Please refer to your contract of employment for further details.

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24. Doctor, dentist and hospital appointments

24.1 Routine appointments, wherever possible, should be arranged outside of normal working hours. If this is not possible, then the member of staff should try to make an appointment at the start or the end of the working day. They would be expected to agree any time out of the workplace with their line manager in advance of the appointment and also agree with their line manager how they will make up the time.
24.2 It is always necessary to apply some discretion when dealing with non-routine health related appointments. In these circumstances, a line manager can reserve the right to have sight of an appointment card.

25 Third party claims

25.1 An employee who is absent from work because of sickness or injury as a result of an accident for which a third party may be liable, would not be eligible for occupational sick pay if damages may be recovered from the third party.

25.2 In those circumstances, the University may advance to the employee a sum not exceeding the amount of occupational sick pay allowance, subject to the employee undertaking to refund from any damages received, the total amount of the allowance or such part thereof as the University may determine, having regard to the amount of the damages recovered, after consultation with the employee or his/her representative.

26 Accidents, injuries and industrial diseases

26.1 An employee who has an accident, incident or near miss event (that could have resulted in injury or ill-health) that occurs whilst they are at work must report it to their immediate supervisor or Area Health and Safety Co-ordinator.

26.2 This is to ensure that the incident can be investigated to identify any action needed to prevent further injuries and ill-health and to ensure that the incident is recorded in the local Accident Book and reported as necessary.

26.3 Significant near misses, work related ill-health and injuries that result in time away from work or more than just first aid treatment must be notified to Health and Safety Services using a University Incident Report Form.

26.4 Cases of ill-health that are believed to be caused by an incident or accident within the workplace should also be reported to the Occupational Health Service.
Annex 1 – Process diagram

Employee not well

Manager speaks to employee

Is this a short term absence?

Yes

Yes

Manager conducts RTWI

Telephone calls, home visits, case conference

Are there concerns about e’ee’s absence record?

No

Yes

Move to Capability

Hold SAR

Is there improvement the end of the review period?

Yes

Medical incapacity dismissal

Permanent ill health/early retirement

Agree phased return with OH, E’ee & HR

Seek HR/OH advice

Will e’ee return to work in foreseeable future?

Yes

No

Speaks to HR Partner/Adviser

Mgmt referral to OH

Keep in touch with E’ee, HR & OH

Speak to Manager

Yes

No

Discuss:
- Reason for absence
- How long likely to be off?
- Will they be seeing a doctor?
- Any work that needs covering
- Agree how often speak to get update on situation

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