



PRIFYSGOL
BANGOR
UNIVERSITY

SICKNESS ABSENCE POLICY

ACCOMPANYING PROCEDURES

Contents

1	Introduction.....	3
2	Defining Sickness Absence	3
3	Responsibilities.....	3
4	Reporting Sickness Absence	5
5	Contact during Sickness Absence	6
6	Sickness Absence Certification.....	6
7	Sick Pay Entitlement.....	7
8	Return to Work Review.....	7
9	Short-term absence	7
9.1	The management of short term absence	8
9.2	Formal Absence Review arrangements	8
10	Long Term Absence.....	9
10.1	Management of Long Term absence	9
10.2	Absence Review meetings.....	9
10.3	Dismissal on Grounds of Capability	10
10.4	Redeployment on Medical Grounds.....	11

Managers:

- Are responsible for ensuring that the Sickness Absence Policy is applied fairly and consistently within their area of responsibility.
- Have a duty of care for the health, safety and welfare of their staff and will work supportively in conjunction with HR and Occupational Health to support staff who are absent from the workplace

attend for an appointment, a simple but functional report will be sent providing

meetings or other, based on the information available on the statement of fitness for work and / or any additional medical information received.

- Will give advice to managers, if requested, when an employee has been declared fit for work by their GP subject to workplace modifications, altered hours or amended duties being implemented.

**Section 11 below provides further detail about the Occupational Health service. Appendix 4 and 5 provide further detail about the Occupational Health referral process.*

Trade Union Representatives:

- Will work in partnership with Managers, Human Resources and Occupational Health in supporting trade union members to remain in work.
- Will represent, as appropriate, trade union members who are being managed under this policy and provide support and advice with due regard to the

5 Contact during Sickness Absence

You should maintain regular contact with your Line Manager and HR where appropriate. Where possible the regularity of contact will be agreed during the initial call. If your absence is due to psychological reasons and it is appropriate, your manager and or HR may initiate contact in order to alleviate any work concerns and provide support where possible to facilitate a future supported return to work.

Where telephone contact is not possible alternative arrangements for continuing

Unauthorised absence

If you do not notify your Line Manager that you are absent or fail to send in certificates on time, the absence will be regarded as unauthorised and you will be absent without pay. Where you have been unable to comply with these procedures, you should inform your Line Manager of the reasons why. Your manager should seek advice from Human Resources and it will be decided whether or not payment should be reinstated

Misrepresentation of reasons for absence or unauthorised absences may result in the use of the Disciplinary Procedure, which ultimately, may lead to dismissal

7 Sick Pay Entitlement

The University is responsible for paying Statutory Sick Pay (SSP) in accordance with the legislation in existence at the time of the sickness absence.

Occupational Sick Pay, payable by the University, is related to your length of service with the University. This entitlement is as follows:

<u>Length of Service</u>	<u>Full Pay</u>	<u>Half Pay</u>
First year (after 3 months)	2 months	2 months
Second & third year	3 months	3 months
Fourth & fifth year	5 months	5 months
Five years plus	6 months	6 months

The calculation of sick pay is the responsibility of the Payroll Department. Human Resources (HR) will write to you in advance of your pay being reduced to half or nil pay. Should absence continue, HR will give advice on where to claim incapacity benefit and the implications for those who are then unable to maintain their contributions to the pension schemes

You do not have the right to exhaust your entitlement to sick pay if a reasonable decision regarding your fitness to resume work can be made sooner.

A failure to submit sickness documentation or a failure to engage and inform the University about your sickness may result in sickness payments being stopped or suspended.

8 Return to Work Review

The immediate line manager will ensure that a return to work discussion is carried out for all individuals following self-certified or certified absence from work,

9 Short-term absence

Short-term absence is defined as absence of up to 19 calendar days, and may not relate to an underlying health condition.

9.1 The management of short term absence

The absence of an employee due to sickness for 5 periods of absence in a rolling 12 month period, or 20 working days or more within the same period will trigger a review of their absence record (part day absences may count towards these triggers). This is

There will be occasions where all parties are in agreement that due to incapability, dismissal on the grounds of capability is appropriate and where this is the case the employment contract can be brought to an end through agreement without the need for a Stage 3 meeting.

10.4 Redeployment on Medical Grounds

If a GP or Occupational Health professional concludes that a staff member needs to be redeployed to another position in order to return to work, the staff member will be

Employee
Relevant line manager
HR representative
Occupational health representative
Employee Rep (if required)

In some circumstances it may be necessary to include other individuals where specialist advice is required in considering and implementing workplace adjustments.

12 III Health Retirement

The criterion for ill health retirement is having a medical condition that is permanent or likely to last until 65 years of age where you could be found to be permanently unable to carry out any regular employment of like duration.

Ill health retirement relates to members of the USS and BUPAS Pensions schemes, and will be considered where applicable, usually commencing when individuals begin their reduction to half pay and as part of the attendance review meetings and / or Capability Review meetings. Individuals will be supported to make an application by their HR Offf1 0 0 1 224.09 621.94 Tm0 g0 G[)]TETQ EMC /P #MCID 8>BD9(u)-3(ld)6(b)6()4(d)-3

13.7 Instruction to Leave Work on Health Grounds

A manager, Occupational Health practitioner, or Human Resources may instruct an employee to leave work where they believe an employee is unwell or has a condition which causes concern and presents a risk to the employee and/or others. The employee must see their GP as soon as possible.

Where the GP issues a Fit note, the absence will be recorded in the normal way. The absence is paid as sickness absence. Where a GP does not issue a Fit note, the employee is not required to record a period of sickness absence and instead continues to receive full pay for the duration of the instruction by the manager / Human Resources to remain at home.

In certain cases an employee may be suspended from work on medical grounds. Such suspension will be on full pay and shall be reviewed in line with any medical advice received. The decision to suspend will be taken by the Director of Human Resources and / or the Occupational Health practitioner.

14 Policy Review

This Policy and Procedure will be reviewed at regular intervals of not less than three years, unless to comply with statutory changes or case-law. All reviews will include consultation with the recognised campus Trade Unions. This policy has been equality impact assessed prior to its implementation.