

NORTON RADSTOCK COLLEGE

Title: **SICK LEAVE AND SICK PAY** (Summary)

Purpose: To set out the rights, entitlements and obligations of employees who are absent from work owing to sickness, injury or other disability

Scope: All Staff

Responsibility: Personnel Department; Line Managers; Staff

Method:

The complete Sick Leave and Sick Pay Scheme contains further detail under the following headings:

- Introduction
- Statutory sick pay
- Entitlement to paid sick leave
- Notification and Certification of sickness absence
- Return to work
- Absences due to injuries caused by accidents
- Termination of suspension of allowances
- Doctors appointments and visits from the College
- Sickness during annual leave
- Employees who fall sick abroad
- Sick Leave and Sick Pay Scheme

A1 – Allowances and Benefits to be offset against Occupational Sick Pay

A2 – Entitlements for Widowed or Married Women

A3 – Victims of Crimes of Violence

A4 – Contact with Infectious Diseases

References: Complete Sick Leave and Sick Pay Scheme available from the Personnel or downloaded from the staff intranet.

Current From: September 2004

Procedure Identification Code: P9-2S