

NDM Research Building Sickness Absence Policy Statement

Notification of Illness

If you are unable to attend work due to illness, you (or someone on your behalf) must inform your line manager by phone, text message or email as soon as possible, on the first day of absence from work. In the absence of your line manager, please contact your HR Officer. If you fail to provide such notification without good reason, sick pay (including payment under the University's scheme) will be withheld. It is expected that you will keep your manager informed with regard to your anticipated return to work date.

Sickness Absence (up to seven calendar days)

If you are absent through sickness for any period up to seven calendar days (including half days), you must, on your return to work complete a self-certification form, have it signed by your line manager and then forward this to Leo Dempsey for inclusion on your absence record: leonora.dempsey@ndm.ox.ac.uk.

Sickness Absence (more than seven calendar days)

If you are absent from work due to sickness for more than seven calendar days, you must obtain a doctor's certificate which should be sent to your HR Officer as soon as possible. You should continue to send doctor's certificates until your doctor decides that you are fit to return to work. Failure to produce a valid certificate may result in the withholding of sick pay.

Sickness during Annual Leave

If you become unwell while on annual leave you should follow the standard sickness reporting process, detailed above. On your return to work, you will be required to submit a self-certification form or a doctor's certificate. You will be permitted to take the balance of your annual holiday (excluding any allowance for sickness on days of public holiday or fixed closure days) at a later date after you return to work. This leave must be taken within three months of the original request.

Annual Leave during a period of sickness absence

If you have not taken all of your statutory holiday entitlement (pro rata 28 days in total) in the current leave year, you are entitled to take this holiday during a period of sickness absence if you wish.

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Sick Pay Entitlement

Your entitlement to paid sick leave is dependent on your length of service:

Service (*)	Full pay (*)	Half pay (*)
First three months	2 weeks	2 weeks
Remaining nine months of the year	2 months	2 months
Second and third years	3 months	3 months
Fourth and fifth years	5 months	5 months
After fifth year	6 months	6 months
(*) Inclusive of any university sick pay given in the 12 months preceding the latest period of such leave.		

This policy statement should be read in conjunction with the University Sickness Absence: <http://www.admin.ox.ac.uk/personnel/during/sickness/>