

RHUL Sick Pay Scheme

Staff who are unable to attend work because of sickness must notify their line manager, Head of Department, or the person nominated for absence reporting, in accordance with the reporting rules for their department. Contact should be made as soon as possible on the first day of absence.

Entitlement to payment during periods of absence due to sickness is as follows:

Academic Staff & Staff in Grades 6 to 10

From day one – 6 months full pay and 6 months half pay

Staff in Grades 1 to 5

Service	Full Pay Entitlement	Half Pay Entitlement
Up to 4 months	2 months	2 months
4 months to 1 year	3 months	3 months
2 nd & 3 rd years	4 months	4 months
4 th year and over	6 months	6 months

Certification

A self-certificate must be provided after 3 working days of sickness absence and a medical certificate signed by a doctor or a hospital certificate (if in hospital) is required after 7 calendar days of sickness absence. Medical certificates must be submitted at regular intervals to cover all sickness absence until the member of staff is fit to return to work.

If a member of staff is still covered by a medical certificate but returns to work, he or she should request a certificate from their GP that confirms they are fit to return to work. Until such a certificate is received, the member of staff **will not be allowed** to work. If it is known there is a need for recuperation and / or adjustment to the workplace this should ideally be discussed with the HR Department who will seek advice from the College's Occupational Health Adviser.

All certificates should be sent to your line manager, Head of Department, or the person nominated for absence reporting within your department, or the HR Department as soon as possible.