

How sick pay is calculated

If an individual is off for a long period and their length of service entitles them to a different level of entitlement, this is not activated until their return to work.

Entitlement is calculated on a rolling 12 month basis, so all sickness absence in a 12 month period is included for the purposes of the calculation.

If a person commences period of absence on 3rd March 2016 all instances of sickness from 3rd March 2015 to 2nd March 2016 are taken into account.

A month is 22 working days (average)

Example 1

Mark commenced at the University on 2 January. His first day of sickness was 31 March and continued for 3 days. He returned to work on 3 April.

He was paid in full for these three days as his entitlement in his first year of service is 1 months' full pay and after completing four calendar months' service, 2 month's half pay

Example 2

Sarah commenced at the University on 1 October 2012. Her first day of sickness was 21 September 2015 and continued for 4 months, returning on 4 February 2016. At the start of her absence, her entitlement was 3 months full pay and 3 months half pay. Even though her entitlement changed on 1 October 2015, to 6 months full pay and 6 months half pay, she was only paid 3 months full pay and then to half pay. She did not progress to the next level of entitlement until she returned to work.

Example 3

Alison commenced at the University on 1 August 2013. She was off sick on 3 September 2014 until 3 October 2014 when her entitlement was 3 months full pay and 3 months half pay. In the 12 months prior to her first day of absence, she had been off sick, at different times, for a total of 55 days. During her sickness she was, therefore, only paid for 11 days at full pay and the rest at half pay.