
University of London

Reporting Absence and Sick Pay Entitlements Guidelines

1. Reporting absence

On the first day of sickness absence, the employee must inform their manager as soon as reasonably practicable that they will not be working because of illness or injury. Preferably, the employee should notify their manager of non-attendance by telephone before they are due to start work and in any event no later than one hour after they are due to begin work. If the employee's manager is unavailable, the employee should contact the next most appropriate person within the department.

The employee should where reasonably expected provide a clear reason (i.e. the nature of the illness or injury) why they cannot attend work, and estimate how long they think the absence will last. The employee should also be prepared to discuss briefly any consequences

While there is no legal obligation on the University to follow the recommendations, managers should take what the employee's doctor has written seriously and give fair consideration - in consultation with the employee and Human Resources - as to whether or not any of the changes recommended by the doctor can be accommodated.

Pregnant employees who are off work because of pregnancy-related ill health must abide by the absence reporting procedure. For example, a pregnant employee is subject to the usual notification and evidence requirements, and can be asked to attend a return-to-work interview when returning to work.

However, any sickness absence by a pregnant employee for a pregnancy-related reason should not be included when checking to see if the need for formal action under the attendance management procedure has been triggered.

If you are absent from work for a pregnancy-related reason in the 4 weeks before the Expected Week of Childbirth (EWC), the University may start your maternity leave automatically regardless of the date on which you have notified us that you wish to begin your maternity leave. Please refer to the [Maternity Guidance](#) for further information.

If the manager is in any doubt as to whether or not a pregnant employee's absence is related to her pregnancy, the manager related or make a referral to Occupational Health. The manager should contact the Human Resources department.

In the unfortunate circumstance of a miscarriage under 24 weeks and you are signed off work by a doctor, this will be counted as pregnancy related sickness. If miscarriage occurs after 24 weeks an employee would be entitled to a period of recovery and/or maternity leave provisions. Managers and employees should discuss with HR for further guidance. In these circumstances, no action would be taken under the absence procedures.

5.2 Disability-related absences

Where an employee gives as the reason for absence an underlying health issue that could amount to a disability under the Equality Act 2010, the manager must refer to the Human Resources department. This includes where the employee states that they are suffering from stress.

Managers should remember that the University is under a duty to make reasonable adjustments for disabled employees. The legal definition of a "disability" is wide and managers should refer to the Human Resources department for further information. Where the absence is wholly or partly for a disability-related reason, the trigger points referred to in this the may need to be modified to take proper account of the employee's disability. If in doubt, the manager should contact the Human Resources department for clarification.

6. Sickness absence and annual leave

Where an employee falls sick or is injured while on holiday, the University will allow the employee to transfer to sick leave and take replacement holiday at a later time. This is subject to the following strict conditions:

The total period of ill health must be ~~ETBT/F3 11.04 Tf1 0 0 1 22733 166.58~~ m0 g0 G[)]TETCMC /P

Where the employee fulfils all of the above conditions, the University will grant the employee the same number of days' replacement holiday leave as the number of holiday days lost due to sickness or injury.

If an employee is ill or is injured before the start of a period of planned holiday, and is consequently unable to take the holiday, the University will agree to the employee postponing the holiday dates to another mutually agreed time. Any period of sickness absence will then be treated in accordance with the normal procedure on sickness absence.