



Royal College of Art

Postgraduate Art & Design

Sickness Policy

1. Sickness

The College expects that you will attend for work and carry out your job to the best of your ability. However at times we understand that this may not be possible for a variety of reasons. Information is provided here on what to do should you be unwell and in other ill health situations.

2. Reporting Sickness

2.1 On your first day of absence you must inform by telephone your Head of Programme or Line Manager of the nature of the incapacity and its probable duration. Notification should occur as early as possible and no later than an hour after your normal work starting time. You should not report your sickness absence on a voicemail box or by text/ e-mail.

2.2 During your sickness absence you should keep your line manager informed of the progress of the sickness so that he or she knows when you expect to return to work.

2.3 On return to work you should complete a self-certificate of absence form. This form covers absences between one and seven days (including weekends, e.g. Wednesday – Tuesday). On the form you should indicate the reason for your absence.

The form should then be submitted to your line manager for counter signature and sent to the HR Administrator. Self-certification forms may be downloaded from Space or obtained from your School Administrator or the HR Administrator. In the absence of your line manager (for example during the summer holiday) a copy of your form should be sent directly to the HR Administrator.

2.4 If your incapacity lasts for eight or more consecutive days a Fitness for Work statement (from your doctor) must be sent to the HR Administrator who will send a copy to your line manager.

a) If the form advises that you are unfit for work for a specified period, you should return to work at the end of that period, or, if you continue to be unfit, obtain a further Fitness for Work statement.

b) If the form advises that you may be fit for work, with related advice, prior to starting work you should speak to the HR Administrator, who will liaise with your manager and may ask you to make an appointment with Occupational Health. Where possible and practicable, the recommended changes will be made to your working hours/responsibilities/environment.



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- 2.5 Should you fall ill during your annual leave, you are regarded as being on sick leave from the date specified on the self certificate, or doctor's statement, and are entitled to take the balance of holiday at a later date after returning to work. The balance of your holiday should be taken before the end of the leave year, or such longer period as may be agreed with your Head of Programme/Line Manager.

3. Paid Sick Leave

The College will pay you during periods of sickness as detailed in the following schedule.

Less than 6 months service	Over 6 months service
Statutory Sick Pay (any payment of salary in addition to this will be at the discretion of the College)	A maximum of three months full pay less any benefits receivable under the Statutory Sick pay followed by three months half pay together with any benefits receivable under the statutory sick scheme up to the limit of normal earnings.

The sick pay entitlement is based on a rolling year, i.e. within any 12-month period the maximum entitlement is three months of full pay and three months of half pay.

4. Monitoring Sickness Absence

The HR Administrator will send a weekly request to all School Administrators for a sickness absence return by email on Friday. If the Programme has experienced no sickness absence in that week, the School Administrator should reply to the email to confirm there has been no sickness absence. When there has been sickness absence from a Programme, the School Administrator should complete the Staff Sickness Return form, either electronically or in hard copy, and return it to the HR Administrator.

These returns assist in monitoring overall College absence and form the basis of the regular reports provided to the Head of Department and Staff Committee.



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5. Occupational Health

Occupational Health support for the College is provided by Imperial College's Occupational Health Service at their South Kensington Campus.

Occupational Health is responsible for the provision of advice on work related disorders, health policies and environmental health hazards, health promotion and supervision, health surveillance of special groups.

Any member of staff may seek an appointment with the Occupational Health Adviser by completing the self-referral form to discuss, in confidence, any concerns about health in relation to work, for a work related disorder or illness that may be affecting work efficiency, or following a period of ill health.

6. Referrals to Occupational Health

HR will refer staff to the Occupational Health Adviser in the following circumstances:

- If a medical condition is thought to interfere with the duties of the employee's job
- If an employee has 10 working days sickness absence not supported by a Doctor's statement in a 12 month period
- If an employee reports sickness absence caused by an illness that falls into the Musculoskeletal, Pregnancy Related, Mental Health, Respiratory, or Skin categories.
- If work activities are thought to be having an adverse effect on health.
- Where an illness or injury renders an employee incapable of fulfilling their contracted terms of employment.
- On return to work following a period of ill health.

7. Medical Appointments

A reasonable amount of paid time off to attend a doctor, dentist or hospital appointment will be approved, however, you should arrange the appointment to cause the least disruption to your working day. Where possible appointments should be made for early morning or late afternoon so that you can attend work for the greater part of the day.



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8. Long Term Sickness

Where an illness or injury renders an employee incapable of fulfilling their contracted terms of employment, the member of staff will be referred to Occupational Health. This will result in a recommendation, which may include redeployment under the terms of the Disability Discrimination Act or ill-health retirement under SAUL.

9. Pre-Planned Hospital Appointment

If you are going into hospital for a pre-planned operation or medical treatment and expect to be absent from work for a week or more please book an appointment with an Occupational Health Adviser prior to your planned date of sickness absence.

10. Abuse of Sickness Absence

Sick pay may be withheld and disciplinary action taken against a member of staff who wrongly claims sick pay or who fails to report the absence as required in section 2. In addition where it is considered that absences were not fully justified action may be taken. This action will follow the terms of the College's Disciplinary Procedure.

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