

SECTION FIVE

SICKNESS SCHEME

1. Sickness Payments

Sickness payments will be made as follows:-

- During 1st year of service 1 month's full pay and (after completing 4 months service) 2 months half pay
- During 2nd year of service 2 months full pay and 2 months half pay
- During 3rd year of service 4 months full pay and 4 months half pay
- During 4th and 5th year of service 5 months full pay and 5 months half pay
- After 5 years' service 6 months full pay and 6 months half pay

Service as defined above includes all continuous service with an employer that is part of the Greater Manchester Continuous Service Commitment.

Note: the provisions and exceptions detailed within section 14 of the Green Book and section 15 of the NHS handbook relating to breaks in service and entitlement to occupational sick pay, will continue to apply.

Entitlement will be assessed over a rolling three year period with effect from the first day of sickness for all absences commencing from 1st April 2015.

2.

Accident or Injury at Work

If employees are absent due to an accident or an injury sustained at work, they must make this clear when they contact work. They should say whether the incident was reported, and to whom it was reported. Managers should make sure that this is reported and recorded on the Accident/Incident Report Form HS1 and follow the guidance on Work Related Illness or Injury which forms part of the Policy for Supporting Positive Attendance.

3.

3. Absence arising from an accident, injury, contact with infectious disease or assault at work (NJC for LGS Part 2.10)

- (a) Absence due to Accident, Incident or Injury at work should be reported in the normal way in accordance with the Policy for Supporting Positive Attendance and associated Procedures and Guidance.

- (b) Absence in respect of normal sickness is entirely separate from absence through industrial disease, accident or assault arising out of or in the course of employment. Periods of absence in respect of one shall not be set off against the other for the purpose of calculating entitlements under the scheme. Employees will be entitled to receive normal sickness payments in these cases.
- (c) Where the employee is prevented from attending work because of contact with infectious disease, they shall receive normal pay and the period of absence shall not be reckoned against the employee's entitlements under this scheme.
- (d) Death or Permanent Disablement arising from an Assault -

For payments in the event of death or permanent disablement of an employee arising from a violent or criminal assault suffered by an employee in the course, or as a consequence, of their employment, see NJC for LGS Part 3.7.

- (e) Third Party Accidents
 - (i) If an officer is absent as a result of an accident where damages may be receivable from a third party, the employee must notify their line manager of the circumstances. The employee's solicitor should contact Payroll and provide details of the claim. Payroll will then liaise with the employee as necessary. Where loss of earnings may form part of the damages received, the Council will undertake to reclaim a refund of the sick pay allowance paid to the employee during their absence.
 - (ii) Where a refund of any payments under the sick scheme is made in full, the period of absence will not be counted against the employee's entitlement to sick pay allowance, however the absence will still be considered for the purposes of any absence triggers or attendance targets.

4. Sickness and Maternity (NJC for LGS Part 2.11)

Arrangements are laid down in the Council's Guide for New and Expectant Mothers.

- (a) Sickness prior to the commencement of maternity leave:

Should an employee become absent through sickness (whether pregnancy related or otherwise) after the 4th week before the expected week of confinement, this will automatically trigger the commencement of maternity leave.
- (b) Sickness when due to return from maternity leave

Where an employee is unable to return on the expected day due to sickness the absence will be covered by the sickness scheme

in the normal way. See reporting procedure within the Supporting Positive Attendance Policy.