

Sick pay entitlement

If you are off work due to sickness, every day, including those you do not normally work, e.g. weekends, public holidays etc., count towards the total number of days you are absent for calculating sick pay.

You will be allowed occupational sick pay while you are on sick leave.

Occupational sick pay is paid at:

- full pay for up to six months (182 days) in any rolling 12-month period. Any separate shorter periods of sick leave will be added together to work out the total amount of sick leave; and
- half pay for up to a further six months, subject to an overall limit of 12 months (365 days) sick leave on full or half pay in any rolling period of up to four years.

When these periods have been exhausted you will be on sick leave with no pay, unless sick pay at pension rate is payable.

NOTE – All data from personal CM9 folders is deleted after 3 months of unpaid leave. If your unpaid sick leave is likely to last/is approaching at least 3 months, you should make the necessary arrangements to transfer any data that you would like to keep from your personal folder to another source.

If you work part-time on medical grounds

If you are working [part-time on medical grounds](#), the hours you work will be paid at your usual full pay rate; the balance of un-worked hours will be paid at the appropriate sick pay rate.

Part-time hours

If you work part-time, your entitlement to occupational sick pay is calculated in proportion to those who work full-time i.e. your sick pay is based on your normal rate of pay for the hours you normally work.

Other alternative working patterns

If you work an alternative working pattern, such as full-time hours worked over four days instead of five, your sick pay will be calculated in accordance with that pattern.

Re-appointment and previous sick leave

If you seek [re-appointment in ONR](#), any sick leave related to a previous period of employment will not count towards the sick leave review point threshold if you have had a break in employment of longer than two years.

Reckon ability of paid sick leave for pension, pay increases, annual leave etc.

If you are paid sick leave on full and half rate pay, it is counted as service for pension and superannuation purposes. It qualifies as continuing service for pay increases, accrual of an increased annual leave entitlement and any other entitlements based on length of service.

If you are on sick leave without pay, or at pension rate, it is counted as service towards accrual of annual leave entitlement only, but pay increases and other entitlements do not continue to accrue.

When sick pay approaches half/nil rate levels

When you have exhausted paid sick leave on full, or half rate of pay, you will be on sick leave with no pay, unless pension rate is payable.

Your Line Manager (LM) is able to view when a direct report has reached half/nil pay through SOP under section 'my team pay' and 'all open ended absences'. We encourage you to review on a regular basis.

If you are on sick leave and your pay is approaching half or nil rate, a letter to inform you of this will be sent to your LM via the SOP notifications. Your LM must print off the letter and notify you by the most appropriate method, taking into account the circumstances.

Effects of types of leave and service on sick pay

When calculating periods of service, which govern your rate of sick pay, the following types of leave do not count:

- injury leave, if this is not reckoned against your sick leave allowance;
- unpaid [special leave](#) absence (including unpaid maternity leave);
- [unauthorised absence](#); and
- [career breaks](#).

Additional paid sick leave

In certain circumstances, you may be allowed additional paid sick leave after using up your normal entitlements at full and half pay. If you are part-time, this will be on a proportionate basis.

If your normal sick pay at full or half rate has expired due to a long absence and you have returned to work, an extension of up to 40 calendar days for further absences may be available to you if:

- you fall ill again with an un-related and minor illness or injury; or
- you need further sick leave because you have to be away from work to receive further treatment or to recover from its side effects.

If you are absent due to either an un-related ailment, or treatment of your original injury or illness, this will count towards reaching the 40-day limit for the paid sick leave extension.

In addition, you may be allowed up to a further 20 days' paid sick leave allowed for continuing treatment of the original illness or injury. This is where it is necessary for you to be away from work to receive the treatment, or to recover from its side effects.

Applying for additional paid sick leave

Cases for an extension to sick pay at full or half rate are considered by ONR HR; if you wish to apply for this provision, you should discuss this with your LM in the first instance. Your LM should then submit your request to [ONR HR via email](#).

HR will then write to you to confirm whether your application has been approved or not. If your application is not approved, HR will clearly outline the reasons for this.

If your application is authorised by HR, your LM must:

- notify SSCL (Employee Services) promptly by completing SOP form RMG43 – Extension to Paid Sick Leave. The RMG43 form is available on SOP at the following path:
 1. SOP Portal Home page
 2. Knowledge Base [under “Applications”]
 3. NUC - Single Operating Platform (SOP) Forms
 4. NUC - Human Resource (HR)
 5. RMG43 – Extension to Paid Sick Leave Form
- Send the RMG43 form direct to SSCL (Employee Services) by attaching it to a Service Request. A Service Request is sent via the following path:
 1. SOP Portal Home page
 2. NUC iSupport Employee User
 3. Home
 4. Create Service Request
 5. Service Request Type “HR/Pay Absences”
 6. Problem type “Sick Pay Addition”

Further guidance on how to create a service request is available on Knowledge Base in SOP (by typing in 'Create a Service Request (SR)' in to the search field).

Sick Pay at Pension Rate

If you are on sick leave at nil pay, you may be eligible for Sick Pay at Pension Rate (SPPR) if;

- there is a reasonable prospect of your return to work within a three month period; or
- you are likely to fulfil the requirements for ill health retirement.

Your LM should seek advice from the [occupational health service](#) as to the likelihood of your return to work within a three month period. If the occupational health professional confirms that you are fit to return to duty within this timescale, your LM must:

- notify SSCL (Employee Services) promptly by completing SOP form RMG25 – Sick Pay at Pension Rate. The RMG25 form is available on SOP at the following path:
SOP Portal Home page
Knowledge Base [under “Applications”]
NUC - Single Operating Platform (SOP) Forms
NUC - Human Resource (HR)
RMG25 – Sick Pay at Pension Rate
- Send the RMG25 form direct to SSCL (Employee Services) by attaching it to a Service Request. A Service Request is sent via the following path:
SOP Portal Home page
NUC iSupport Employee User
Home
Create Service Request
Service Request Type “HR/Pay Absences”
Problem type “Sick Pay Addition”

Further guidance on how to create a service request is available on Knowledge Base in SOP (by typing in 'Create a Service Request (SR)' in to the search field).

If you do not return to work within this timescale, your LM must arrange for SPPR to be ceased. Your LM must inform SSCL (Employee Services) via SOP form RMG25 noting the end date of your SPPR and, taking the steps as outlined above.

If an application for your ill health retirement is formally made and you are in receipt of nil pay, SPPR can be paid once the completed ill health retirement application forms have been received by your LM. Your LM must notify SSCL (Employee Services) as per the steps outlined above to initiate your SPPR payments.

If ill health retirement is approved, SPPR will remain in payment until your last day of employment.

If ill health retirement is refused, SPPR must be withdrawn providing one month's written notice. Your LM must inform SSCL (Employee Services) via SOP form RMG25, noting the end date of your SPPR and taking the steps outlined earlier in this guidance.

If you appeal against a decision not to approve ill health retirement, SPPR can again be paid on receipt of your completed appeal form; Your LM must inform SSCL (Employee Services) as per the steps outlined earlier in this guidance. It will continue to be paid until a decision has been reached.

The period during which you receive SPPR is non-reckonable for pension purposes. SPPR is a rate of pay equal to the pension that would be payable if you were retired on ill health grounds and it is calculated by the [pensions administrator](#) (My CSP). The amount of SPPR is based on your reckonable service up to the day before nil pay began. SSCL (Employee Services) will contact My CSP to arrange for this figure to be calculated.