

APPENDIX I**THE UNIVERSITY OF SUSSEX****SICKNESS BENEFIT SCHEME FOR MEMBERS OF FACULTY****REGULATIONS**

1. These regulations apply to all those holding posts coming within the scope of the Universities Superannuation Scheme and of the Federated Superannuation System for Universities.
2. The period of entitlement and method of calculating sickness benefit shall be in accordance with the scheme which is printed below.
3. A member of faculty absent from duty owing to illness should send notification of the fact to the University (ie to the School Office or Unit Head) on the first day of absence in order that arrangements may be made for his/her duties to be carried out.
4. A Self-certificate form, obtainable from School Offices, must be forwarded to the Payroll Office to cover four to seven calendar days of absence.
5. After the seventh day of absence a doctor's statement must be sent to the Payroll Office, which will forward it to the local office of the Department of Social Security.
6. If the period of absence extends beyond the period covered by a doctor's statement, further doctor's statements must be sent to the Payroll Office. The last medical certificate must show the date on which the incapacity ended.
7. The obligation to claim sickness or injury benefit rests solely with the person concerned. The amount of benefit to be deduced from sickness pay is the amount claimable whether or not a claim is made. It is therefore essential to ensure that a claim is submitted at the times prescribed above.
8. These regulations are to be read together with the conditions of service of the member of faculty.

DETAILS OF THE SCHEME

- b) five years: full pay for a total of at least twelve months and half pay for the next consecutive period of at least six months.
2. Where a member is following an approved course of treatment which has been approved by a doctor acting on behalf of the University Council, he/ she shall be entitled to full pay in respect of the first twelve calendar months after certification, and further full or half pay at the discretion of the University may be allowed.
 3. A member who in accordance with the National Insurance Acts is prevented from performing his/her duties because of contact with disease shall be entitled to full pay.
 4. "Pay" in this scheme means the salary and allowances which would have been received by the member if he/she had not been absent owing to illness. Full pay includes payments arising from Statutory Sick Pay during eight weeks of absence in any tax year.

B Calculation of Allowances

1. The rate of allowance and the period for which it shall be paid in respect of any period of absence due to illness shall be ascertained by deducting from the period of benefit appropriate to service on the first day of absence the aggregate of the periods of absence due to illness during the twelve months immediately preceding the first day of absence. In aggregating the periods of absence no account shall be taken of any unpaid absence on sickness leave. Where a public or bank holiday occurs during paid sickness leave, the allowance shall be suspended and holiday pay substituted.
2. In calculating the period for which the allowance shall be paid, account shall not be taken of absence due to:
 - a) absence in circumstances stated in the preceding paragraph A3;
 - b) absence for a period not exceeding six months due to an accident or illness which the University in the case of accident or a doctor acting on behalf of the University in the case of illness is satisfied was sustained or suffered in the course of the member's employment, including travelling on duties connected with the work of the University.
3. The following deductions shall be made from an allowance equal to full pay:
 - i) The amount of sickness benefit and invalidity benefit receivable under the National Insurance Acts and Regulations made there under for the period after the first eight weeks of absence; and
 - ii) The amount of injury benefit including earnings-related supplements receivable under the National Insurance (Industrial Injuries) Acts and Regulations made there under; and
 - iii) iv) The amount (if any) received as a treatment allowance from the Department of Social Security. The dependency element only of the treatment allowance shall be deducted from sickness allowance. The member will, therefore, be allowed to retain the personal element of his/her treatment allowance;

and the following deductions shall be made from an allowance equal to half pay:

 - v) the amount by which the total of the allowances receivable under (i) to (iv) above plus half pay

- a) A member of faculty is under an obligation to declare to the University, in whatsoever manner may be required, his/her entitlement to benefit under the foregoing Acts, and any subsequent alteration in the circumstances on which such entitlement is based, in default of which the University shall be entitled to determine the benefits by reference to the maximum benefits obtainable.
- b) Married women and widows exercising their right to be exempted from the payment of full-rate National Insurance contributions shall be deemed to be insured in their own right for earnings-related supplements as well as for other benefits; subject to the qualification that there shall be taken into account only that amount by which the State benefit receivable had full contributions been paid exceeds the amount receivable by the employee during normal employment. Therefore, in the event of illness, full deductions as above will be made in the case of all married women members of staff.
- c) The allowance payable under this scheme to any member of faculty shall not exceed the sum (if any) by which the amount of benefits, allowances and payments referred to in the foregoing sub-paragraphs, falls short of his/her full pay.

C Other Matters

- 1. During absence due to sickness or injury the University and the member shall continue to pay their respective full contributions to the national superannuation/pension scheme (USS or USPAS) for such periods as the member is receiving any pay under Section A above.
- 2. It is a requirement of this scheme that at any time during absence a member must, if so required by the University, submit to a medical examination by a registered medical practitioner nominated by the University at the University's expense. The member's own doctor may be present at such examinations at the member's request and expense.
- 3. Where a member is absent from duty as the result of an injury or accident in such circumstances that damages may be recoverable from a third party, the University shall instead of sick pay advance to the member a sum or sums of money in accordance with the relevant paragraph of the Conditions of Service. That paragraph sets out other requirements on the member and on the University.

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