



**Brasenose College**  
**Sick leave Policy**  
**For all employees**  
**(except Fellows for whom By Law XII.6 applies)**

**Policy originally approved August 2004 and amended at Governing Body in January 2015**

The Governing Body has decided to adopt the policy which the central University operates for Support staff and academic staff, with the exception of Fellows for whom the By Law XII.6 applies.

Brasenose will supplement SSP according to the following scale:

	<b>Scale of Allowances</b>	
	Full pay	Half pay
First 3 months of service	2 weeks	2 weeks
Remaining 9 months of first year	2 months	2 months
Second and third year of service	3 months	3 months
Fourth and fifth year of service	5 months	5 months
After fifth year of service	6 months	6 months

**The allowances will apply only once in any 12-month period.** This means that if, for example, you are ill in your first 3 months of service and are off sick for 2 weeks, you will get full pay for those 2 weeks, but that if you are sick again, you will get only half pay for the next 2 weeks. After that you would only get SSP for any further periods of sickness until 12 months have elapsed from the date of the first sickness.

**Certificates required.** For absence of up to 7 days caused by sickness or injury, you must complete a self-certificate form available from the Bursar's PA and HR and give it to the Assistant Accountant.

For absences of more than seven consecutive days in a row (including non-working days), you must give the Assistant Accountant a certificate signed by a doctor. In cases of prolonged sickness absence, staff will need to have a complete record of certified sickness absence for 26 weeks in order to be able to make a claim for Incapacity Benefit.

The College feels obliged to point out that false statements on any certificate could lead to prosecution by the DSS and/or disciplinary action by the College.

If you have a poor attendance record due to sickness or ill health, the College reserves the right to require you to attend its nominated Medical Practitioner for a medical report, which will be made available to the College.