

Teitl: Title:	Staff Sickness Policy
Fersiwn: Version	3
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion) learners

Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	Welsh and E&D Impact Assessment
<i>Effaith ar yr Iaith Gymraeg</i> <i>Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr Iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.</i>	<i>Welsh Language Impact</i> An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in Curriculum in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Adolygu a Chymeradwyo / Review and Approval

Perchennog y Ddogfen: Document Owner:	Ruth McGuinness - ER Specialist			
Ymgynghoriad / Consultation:	Social Partnership/Unions Communications & Culture Committee			
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group		<i>Enw'r Grŵp a'r Dyddiad / Name of group & date</i>	
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:		14 June 2023 Resubmitted 20/11/24 for approval of changes arising from changes to reporting process - Section 2. Resubmitted 7 May 2025 for approval of changes to return to work meetings - paragraph 2.2.	
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	N/A	
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	N/A	
		Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee:	N/A	
	Corff Llywodraethu / Governing Body:			
Dyddiad Adolygu: Review Date:	14 June 2026			

Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)
Send approved document for Translation using the [Translation Request Form](#)
Rhifwch bob adran a pharagraff
Please number each section and paragraph

Table of Contents

1. Introduction	3
2. Reporting Procedure	4
3. Triggers for discussing absence levels	6
4. Short term absence	7
5. Formal sickness process	8
6. Appeal process	11
7. Long term absence	11
7.1. Health Review Meetings	12
7.2. Occupational Health and Medical Reports	13
8. Physical and Mental Fitness	14
9. Special Circumstances	15
10. Routine medical and dental appointments	16
11. Annual Leave and Sickness	16
12. Sick Pay	16
13. Absence due to injury caused by accidents	18
14. Terminal Illness	18

1 Introduction

Coleg Cambria is committed to supporting the improvement of the health, wellbeing and attendance of our colleagues. Colleagues also have a personal responsibility to ensure they maintain their own health and wellbeing and access the support offered to them. The College promotes and supports health and wellbeing through a number of initiatives such as:

- Health and Wellbeing themed professional learning days
- Employee Assistance Programme (EAP) which is accessed by using the contact number on Coleg Cambria lanyards (08000 856 148)
- Occupational Health and Counselling Services
- Health and Wellbeing Champions Network
- [Health and Wellbeing Portal](#)
- Mental Health First Aiders
- Vaccinations and Health Surveillance where appropriate
- Active Cambria

This policy aims to support colleagues and ensure that should sickness absence occur, it is appropriately and fairly managed, focusing on facilitating a successful and sustained return to work at the earliest opportunity, wherever possible. Managers must ensure that disability related issues are carefully considered when applying this policy and seek HR advice from their HR Business Partner as appropriate. In all cases the main aim is to bring about the required improvement and provide support.

The policy is designed to explain the set of principles and overall procedure to follow. The procedure should be applied in accordance with Coleg Cambria's values. Every case will be managed on an individual basis, according to the circumstances. The College is committed to preventing discrimination and valuing diversity and inclusion.

All absence forms and discussions will be available through the medium of Welsh in line with the requirements of the Welsh Language Standards.

As part of the College's holistic approach, this policy should be read in conjunction with other policies including the [Mental Health and Wellbeing Policy](#), [Leave for Domestic and Personal Reasons Policy](#), [Alcohol and Substance Misuse Policy](#) and the [Health and Wellbeing Strategy](#).

The purpose of this policy is to:

- Provide fair and consistent guidance to all colleagues who are unable to attend work due to sickness.
- Demonstrate commitment to supporting employee health and wellbeing.
- Outline a colleague's responsibilities during any period of sickness absence.
- Provide a framework of supportive measures to assist colleagues in returning back to work in a timely and safe manner.
- Explain the College's informal and formal processes which support colleagues through periods of ill health.

1.1 Responsibilities

Coleg Cambria will:

- Provide colleagues with support and the opportunities to sustain, improve and manage their health and wellbeing.
- Provide managers with a framework to improve the attendance of colleagues and manage sickness in a consistent, fair and confidential manner. Ensure that any personal information in respect of a colleague's health will only be shared with line managers and HR where necessary. Written consent from a colleague will be sought when requesting information or advice from a third party.

Colleagues will:

- Take personal responsibility for maintaining health, fitness and wellbeing as far as reasonably possible.
- Comply with the College Policy and Procedure (see 2.1) when reporting absence and maintain contact with their line manager during the period of absence. If regular contact with their line manager is not appropriate, the HR team will maintain contact.
- Supply medical information such as Fit notes in a timely manner and attend appointments with Occupational Health as requested.
- Attend health review meetings in order to support and plan for a return to work. The regularity of these meetings will be on a case by case basis dependent on the nature of your absence.

2 Reporting Procedure

2.1 Absence Notification

If you are unable to attend work due to sickness or injury, please notify your manager using the contact method previously communicated to you by your manager, at least an hour before you are due to start work or as early as is reasonably possible. Early notification will help your manager plan cover for your absence. It is important that you provide the following details if possible:

- The start date and reason for your absence
- An estimation of how long the absence is expected to last, if known at this stage
- If you intend to seek medical assistance eg GP appointment
- A contact number in case your manager needs to contact you during your absence where appropriate.
- Any information regarding work priorities for the duration of the absence, depending on the circumstances of the absence. For example, any key meetings scheduled for the day / Google classroom codes.

If you are hospitalised, your next of kin should notify your manager of your absence and provide as much information as they can.

Should you attend work but then have to leave within the working day your absence will be recorded as sickness. You must make the decision about your fitness to work and should not attend work if you are not fit to do so.

If your period of sickness continues for more than a working day and you have not indicated your return date during your initial sickness reporting, you should update your line manager of any change to the duration of and/or reasons for the absence.

If your absence period exceeds 7 calendar days (including Saturday and Sunday) you must provide a Statement of Fitness to Work (Fit Note). This can be completed by a qualified Health Care Practitioner such as a doctor, nurse, occupational therapist, pharmacist or physiotherapist and will provide advice on your fitness for work. Fit Notes should be provided as soon as possible if an absence is likely to exceed 7 calendar days. They should cover the whole period of absence, without gaps, and be sent to the HR team. Scanned or photographed copies of the Fit Note can be emailed to HR@Cambria.ac.uk.

Absences that extend beyond a 7 day period will require agreed contact between you and your line manager, with the regularity of these meetings dependent on individual circumstances. Managers are expected to hold face to face discussions at least every 4 weeks but these may be more frequent.

2.2 Returning to work

Prior to the first day of your return to work you must notify your manager. Your manager will hold your return to work meeting, ideally on your first day back in work or within two working days. If your manager is not at work when you return, please inform the individual designated by your manager (e.g. Team Leader, Co-ordinator or other manager), or your manager's manager if no alternative contact details have been provided, for them to arrange a return to work meeting with you. The purpose of the return to work meeting is to:

- Welcome you back and ensure that you are fully recovered and fit to return to work.
- Provide you with an opportunity to discuss any matters relating to your absence or factors impacting on your attendance, including wellbeing concerns.
- Discuss if you need further support, are taking medication or need to attend additional appointments/have ongoing treatment.
- Agree on any action you or your line manager need to take to support your return to work.
- Only if appropriate, to consider your current absence record and discuss if any further informal or formal meetings are needed to manage your absence levels and address any health issues.

Your line manager will complete a [Return to Work form](#) (RTW) detailing your discussion and a copy will be retained on your record.

3 Triggers for discussing absence levels

Coleg Cambria uses trigger points to support absence management. If your absence level reaches a trigger threshold, your manager will discuss this with you at a Return to Work (RTW) meeting. This discussion will be treated as an informal absence management meeting. The triggers will not be used in isolation and any factors impacting on attendance will be discussed and special circumstances taken into account.

A manager will note on the Return to Work form when one or more of the following trigger points are reached and during the meeting will explore reasons for absence. The triggers for discussing absence levels are

- 4 or more sickness absences in any 12 month period
- Absences totalling more than 3 weeks in any 12 month period
- Patterns of absence such as absences falling on a Monday or before holiday closures

4 Short term absence

It is important that short term absence is dealt with promptly and consistently. Short term sickness can mean absences of just a few days taken throughout a period but it can refer to longer periods of anything up to 4 continuous weeks. The triggers for discussing short term absence levels reflect the impact of short, frequent absences.

As the triggers do not provide reasons for absence, they will not be used exclusively as a mechanism for taking action nor to start a formal process and consideration will be given to any contributory factors such as underlying health issues or ongoing illness.

If you have reached a trigger point threshold, your manager will hold an informal meeting to discuss absence levels or patterns of absence such as particular days of the week. The reasons for those absences will be explored with your manager. If the absences are linked to an ongoing illness or medical appointments, this will be taken into consideration.

If your attendance at College becomes irregular, and hits one of the trigger thresholds above, your line manager will meet with you informally to discuss your attendance during a Return to Work meeting. This meeting is an opportunity for you to discuss the reasons for your absences, discuss any underlying health issues or other factors impacting on attendance, such as domestic problems, the impact your absence has on the department and what the College can do to support you in improving your attendance at work.

The informal process will focus on support and early intervention and individual circumstances will be carefully considered when addressing any health issues which may affect attendance. A summary of the informal discussion stage will be recorded on the RTW form.

The **formal** process for managing and improving attendance will begin if the short term absence or irregular absence pattern discussed during the informal stage continues.

In all cases managers should seek to proactively support and monitor your health, wellbeing and attendance.

5 Formal sickness process

There are three formal procedural stages which give the opportunity for you and your manager to explore options that might be available at any point. It is a contractual requirement for you to attend work regularly, carry out your required duties and achieve a

satisfactory level of performance. Failure to meet these requirements may result in termination of the employment contract. You have the right to be accompanied at the meeting by a trade union representative or workplace colleague.

5.1 Formal Absence Review Meeting (Stage 1)

The process under the Formal absence review is as follows:

- Your line manager will invite you to a first formal review meeting along with a member of the HR team who can provide support and guidance.
- You will be given written notice, stating the reason for the meeting, no later than five working days prior to the date of the meeting.
- Written notes of the meeting will be taken and will inform the outcome letter.
- Should you feel that your line manager is a contributory factor to your absence, contact the HR team and a different manager can then conduct the meeting.

The purpose of this meeting is to:

- Give you an opportunity to discuss any workplace issues and/or factors outside of the workplace that may be impacting on your health, wellbeing and ability to attend work.
- Establish what additional support can be provided by the College to help you improve your health and attendance at work.
- Discuss reasons for the additional period/s of absence that have occurred since the informal meetings and their impact.
- Agree, where possible, a course of action to improve and sustain your attendance at work.

The outcome of the meeting may include all or a combination of any of the following:

- You and your line manager gaining a clear understanding of your current attendance and any factors that may be affecting your health and ability to attend the workplace at the required level.
- Agreed intervention or support required is documented such as
 - additional coaching or training
 - Occupational Health advice which may suggest short term adjustments to support your attendance
- You and your line manager agree on expected attendance levels for you to achieve
- A request for you to give consent to the College to request medical records from your GP or medical practitioner. Medical advice can provide additional guidance on supporting an improvement to your attendance in work.
- A formal written warning which would remain on your file for 12 months along with an explanation of any potential next steps should your attendance not improve.
- Targets and plans agreed during the meeting will be captured in the outcome letter and a copy provided for your records.

5.2 Second Formal Review meeting (Stage 2)

Should you have further absences during the 12 month period which result in the agreed targets not being met, you will be invited to a second formal review meeting. The format of the meeting will replicate the first formal meeting, the purpose of which is to understand the reasons for your additional absence and ensure that all available support has been offered to you and implemented as appropriate.

The outcome of this meeting may conclude that the existing warning remains on file and no further action is taken **OR** a final written warning may be issued.

Should an outcome from this second formal meeting be to issue you with a final written warning, this will remain on your file for a period of 18 months.

Your line manager will always work with you to support you to reduce your ongoing absence to within the agreed level.

You will be advised that should your absence levels not improve during this period it might result in the escalation to a Final Formal Review Meeting.

5.3 Final Formal Review meeting (Stage 3)

Where satisfactory attendance improvements have not been met, or if at any point attendance levels fall below the targets agreed at the second formal review meeting, a Final formal review meeting will be arranged.

You will be given written notice of the meeting, no later than five working days before the meeting is due to take place. The letter will outline that a possible outcome of the meeting could be dismissal on the grounds of capability.

Any information to be considered at the meeting will be provided to you in advance. The meeting will be chaired by the relevant senior post holder and a member of the HR team will be in attendance. Your line manager will attend the meeting and provide an account of the actions taken to date in relation to the management of your absence.

You will be given the opportunity to present your own evidence at the meeting.

The outcome of the meeting may be:

- A further review period with targets for improvement. Measures will be discussed and agreed in order to assist you to improve your attendance. You will be made aware that should your attendance not improve or you do not meet the agreed targets, you will be invited to a further final review meeting, the outcome of which could be the termination of your employment due to your health.
- Dismissal from your employment with the College on the grounds of ill health capability.

For dismissal to be considered, the Chair of the meeting must be satisfied that

- There has been no significant or sustained improvement in your attendance record in relation to sickness absence and all efforts to provide support have been exhausted.

- All relevant medical information has been considered.
- Coleg Cambria Sickness Policy has been followed where reasonably practicable.
- You are not able to fulfil your contract of employment and continuation of your contract is not in the best interests of Coleg Cambria.

In the event that you are too ill to attend the hearing or choose not to attend, a written submission can be provided to your manager for consideration and a decision will be made in your absence on the basis of the information available.

If you choose not to attend or do not provide any further information, a decision will be made on the basis of the information available.

If the decision is taken to dismiss, you will receive payment in lieu of notice in line with contractual provisions along with any payment for outstanding annual leave. The reason for dismissal will be on the grounds of ill health capability. The outcome of the meeting will be provided to you in writing.

You have the right to appeal the outcome within ten working days of confirmation of the dismissal. The appeal process will be confirmed in writing.

6 Appeal process

At each stage of the formal process, you may appeal against the outcome. The request to appeal should be made in writing to the Director of People within 10 working days of receiving the outcome. The appeal meeting will normally take place within 10 working days of receiving written notification of the appeal or as soon as reasonably practicable. You will be given at least 5 working days notice of the appeal meeting. A member of the senior management team who has not been involved in the earlier stages of your case will hear the appeal.

Where the appeal is against the decision to dismiss a senior post holder who has not been involved in the earlier formal stages will hear the appeal.

7 Long term absence

Where an individual episode of absence continues for four weeks or more, this will be treated as long term sickness absence.

Long term absence will be managed by the line manager with the support of the HR team.

During any period of absence your line manager will, by agreement, keep in regular contact with you. Regular contact is intended to offer support and will focus on health and wellbeing. Your manager will want to understand your current health condition, what further medical support is needed and what the College may be able to do to facilitate a return to work.

Throughout the absence period, you will be expected to provide Fit Notes in a timely manner to avoid any delay or deduction to your pay-

To support you through the period of long term absence your line manager, with the support of the HR team, will consider the following

- Your current state of health and any timescales for further treatment Suitable, agreed review periods during your absence.
- Access to Employee Assistance Programme (EAP)
- Counselling funded by the College if required
- Referral to an Occupational Health Appointment.
- If relevant, consideration of long term options such as reasonable adjustments, Ill Health retirement or possible alternative roles.
- The continuation of your employment, should there be no evidence of a return to work in the foreseeable future.

At any point during a long term absence, where there is clear indication that a return to work will not be achieved and all options and appropriate reasonable adjustments have been explored, a decision to terminate your employment may be considered.

7.1 Health Review Meetings

Regular face to face contact with your line manager is important to provide support-during your period of absence. The regularity of these meetings will be on a case by case basis dependent on the nature of your absence. As a general rule, managers are expected to hold face to face discussions every 4 weeks. Holding regular agreed meetings will prevent you from feeling isolated from the College and allow you to discuss your health and wellbeing and your plans for returning to work. Your manager will also be able to keep you up to date with College news. Review meetings can be arranged by mutual agreement and will take place at your normal place of work. The meeting will be attended by your line manager and a member of the HR team and, at your request, a Trade Union representative or a workplace colleague may attend.

7.2 Occupational Health and Medical Reports

The College may refer you to Occupational Health during periods of long term absence or where the potential length of absence is unclear. Where there is an indication that the absence is attributed to stress, anxiety or depression you may benefit from an early referral which, in discussion with you, will be arranged by the HR team following a [stress risk assessment](#). You will receive notification from the HR team inviting you to attend an appointment with an independent Occupational Health expert.

Support from Occupational Health can include:

- Setting of appropriate review dates.
- Advice on any reasonable adjustments which the College could consider to help you return to work.
- Advice on timescales for a return to work.

- An opportunity for your line manager, with the support of HR, to conduct a case conference with Occupational Health to ensure that full consideration is given to your individual medical condition.

There may be circumstances where additional medical information may be needed. With your consent, we will request this from your GP.

If you refuse reasonable requests to attend Occupational Health or fail to provide consent to requesting information from your GP, the College may have to make decisions regarding your absence based on the information available and without the benefit of medical input.

Providing consent to the College to view Occupational Health reports and medical information ensures that the College has all the information available to help support you in improving your health and wellbeing and returning to the workplace.

There may be occasions when there is an expected length of absence eg following planned surgery. This does not preclude referral to Occupational Health if beneficial to you or could help support the management of your sickness absence. Regular contact should be maintained and a return to work plan could be put in place to support you.

When you return to work following a period of long term absence your line manager should complete a return to work interview noting any appropriate adjustments and support offered.

If, following receipt of an Occupational Health or medical report, the option of redeployment is appropriate to facilitate your return to work, your line manager and HR will discuss this with you. This will involve consideration of any relevant open vacancies that may support sustained attendance as well as support your health and wellbeing. If redeployment is unsuccessful and all other options have been exhausted, the College may consider termination of employment on the grounds of ill health capability.

8 Physical and Mental fitness

[The Education \(Teachers' Qualifications and Health Standards\) \(Wales\) Regulations 1999](#) and [Circular No: 4/99](#) - Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training, provides statutory guidance for Further Education establishments to appropriately support and manage colleagues whose health is affecting their ability to teach. The guidance also applies to roles which support learners. For Coleg Cambria, this would include Learning Support, Instructor Demonstrators and Technical Training Officers roles.

Circular No: 4/99 recognises that teachers “need a high standard of physical and mental health to enter or remain in the teaching profession, as teaching is a demanding career. The health, education, safety and welfare of pupils are important in deciding on an individual’s fitness to teach”. The guidance places a duty on employers to take decisive action to reduce absence levels that disrupt the education of learners.

8.1 Lecturers

There may be occasions whereby ill health affects your ability to attend work regularly and the absence has an on-going detrimental impact on learners' education. The College has a duty to take appropriate action and will be guided by the statutory regulations.

If you are an active member of the pension scheme and it becomes apparent following medical advice that you are unable to continue to work due to illness or injury, you can apply for ill health retirement benefits under the Teachers' Pension Scheme. The decision to award ill health retirement lies with the pension provider.

Where it becomes apparent following medical advice that you are unable to continue to work due to illness or Injury and you are not a member of the Teachers' Pension Scheme, the College may seek to terminate your employment due to ill health capability.

Where medical advice deems you fit to remain teaching (or supporting learners) but the absence history shows that a regular pattern of absence is proving to be unacceptably disruptive to learners' education, in consultation with you, the College will explore other options. A 'regular pattern of absence' is deemed to be repeated absence of a half-term duration (minimum of 5 weeks) or more.

If you have a recognised disability, the College will review individual circumstances, be guided by medical advice and will always comply with the provisions of the Equality Act 2010.

Examples of options that could be considered are

- Agreeing reasonable adjustments
- A voluntary reduction in working hours
- Voluntary redeployment to an alternative role in the College
- Termination of employment because of ill health capability

All options will be discussed with you in detail and supporting medical information will be considered providing that you have given the relevant consent. All alternative options will be investigated before termination of employment is explored.

8.2 Management and Business Support

Management and Business Support roles that do not support learners in their education are not covered under The Education (Teachers' Qualifications and Health Standards) (Wales) Regulations 1999 and Circular No: 4/99 - Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training. However, there may be occasions whereby your ill health impacts on your ability to attend work regularly such that the absence has an ongoing detrimental impact on the operation of the Department in which you work. In such circumstances, the College will follow the same process as outlined for Lecturers in 8.1 above.

9 Special Circumstances

9.1 Disability

The College will take any disability into account and will comply with the requirements of the Equality Act. If you have a disability you should declare this to allow managers to consider any reasonable adjustments that can be made to improve attendance.

If you are identified as having a disability and reasonable adjustments are to be considered, the HR team should be involved so that appropriate advice and support can be provided.

The formal process for managing disability related sickness absence will include a review of the supportive measures agreed and implemented at the informal stage. If, despite these measures being adequate and reasonable in accordance with the Equality Act 2010, the formal process will begin if the absence pattern discussed has not shown improvement and attendance still falls below the required standard. The number of individual periods of absence within a 12 month rolling period may be higher due to your disability; this will be taken into consideration before any formal process is initiated.

9.2 Pregnancy

Any illness which is recorded as 'Pregnancy related' will not be considered when calculating triggers. However, a return to work interview will be carried out following every episode of sickness to offer support and to ensure that an appropriate risk assessment is completed, reviewed and updated as appropriate.

If you are off work with a pregnancy related illness during the last four weeks before the expected week of childbirth (EWC), maternity leave will normally commence at the beginning of the fourth week before the EWC, or the beginning of the next week after you last worked, whichever is the latter. In these circumstances your sickness absence will close and your maternity leave will commence.

10 Routine medical and dentist appointments

Wherever possible, you should arrange all non-emergency medical and dental appointments outside normal working hours or at the start and the end of the working day. The College recognises that on occasions this is not always possible. If you need to attend an appointment, you must notify your line manager with reasonable notice and provide evidence of your appointment if requested. You will need to take annual leave, use TOIL or make up the hours.

The College recognises that it may not always be possible to arrange hospital appointments outside of working hours. If this is the case, again in agreement with your line manager, you will need to take annual leave, use TOIL time or make up the hours.

Where hospital appointments relating to the diagnosis of an ongoing health problem are needed, the College will review on a case by case basis whether these need to be classed as absence (for example, where you undergo invasive procedures and you are unable to return to work afterwards), or whether suitable alternative arrangements need to be made. In these instances, discussions should take place with your line manager and advice sought from HR as necessary.

11 Annual leave and Sickness

If you have booked annual leave but are unwell, you must report your absence on the first day of sickness using the college procedure and provide a FIT note. Your annual leave will be cancelled and the period will be recorded as sickness if you have followed the correct reporting procedure.

In circumstances where you may be absent for reasons of ill health for long periods, you may be entitled to carry forward annual leave up to the statutory minimum entitlements. Bank holiday entitlement will not be reinstated if sickness occurs on a bank holiday.

12 Sick Pay

This scheme will apply to employees of the college. The entitlement period for Occupational Sick pay increases according to the length of continuous service. The date from which continuous service will be calculated is as stated in your contract of employment.

Subject to the provisions of this scheme, you will be entitled to the following periods of sick leave:

Service	Sick Pay
During 1st year of service	1 month full pay and, after 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 year of service	5 months full pay and 5 months half pay
After 4 years' service	6 months full pay and 6 months half pay

Note: For the purposes of calculating entitlement to Occupational Sick Pay, 'one month' is equivalent to a calendar month.

On the introduction of this scheme, if you do not have maximum sick pay benefits as set out above you will receive the sick pay entitlement allowed for within the shortest period of this or your previous contract.

For the purposes of this scheme, sick pay entitlement is based on service completed as at the first day of sickness. When determining sick pay, an account is taken of all periods of sickness during the preceding 12 months.

If you are entitled to receive SSP, or are in receipt of any other allowances or benefits, these will be offset against any entitlement to full pay.

Where you are entitled to receive half pay, the total sum of pay plus SSP, if appropriate, and any other benefits or allowances, must not exceed full pay. If necessary, the half pay allowance will be reduced.

If a public holiday, pre-booked annual leave or an efficiency closure day occurs during a period of sick leave, you will continue to receive sick pay. However, no payment will be made for a public holiday which occurs during a period of unpaid sick leave. Annual leave entitlement continues to be accrued during periods of sickness absence and any holidays, up to the statutory amount may be taken on your return to work.

In determining your normal pay for the purposes of the scheme, the College will include any regular paid overtime which is an express requirement of your terms of employment.

Exceptional provisions apply to any colleague injured as a result of a crime or violence in the course of their work for the College.

A period of absence due to injury sustained during the course of their work through -no fault of their own, will be recorded on People Hub using the appropriate absence code. Workplace accidents must be reported using the [Cambria H&S Reporting Portal](#) for investigation.

In extenuating circumstances, and after a full review of each case, the Director of People is authorised to make discretionary sick payments. Discretionary payments are paid at the rate of 50% basic pay, in addition to the statutory sick pay rate, for up to a maximum period of 6 months. This is in order to further support you if you find yourself in exceptional circumstances as a result of a terminal diagnosis.

If necessary, you are also able to access Coleg Cambria's hardship fund and apply for financial support - see [Financial Wellbeing Policy](#).

13 Absences due to injury caused by accidents

No allowance will be payable under this scheme in the case of accidents due to active participation in sport as a profession outside your employment relationship with the College, or accidents attributable to your own misconduct.

If you are absent as a result of an accident, you will not be eligible to receive occupational sick pay if you might receive damages for loss of earnings from a third party. However, the college may pay you in advance of any payment of damages. The amount will not exceed any entitlement under this scheme. The total amount of the advance will be refunded, or, if the damages for loss of earnings paid are less than the amount advanced, the actual amount of the damages for loss of earnings received.

Where such an advance is refunded in full, the absence will not be recorded for the purposes of sickness absence. Where only part of the advance is refunded, the college will decide the length of the period of absence which should be recorded after discussion with you.

Should you have an accident at work for which the College accepts responsibility, the absence will not contribute to any triggers for absence management.

14 Terminal Illness

Coleg Cambria will ensure that if you have been diagnosed with a terminal illness, you will be given practical and compassionate assistance. Coleg Cambria supports the Trade Union Congress, 'Dying to Work' charter and is committed to supporting you when you need it most.

If you are suffering from a terminal illness the College will strive, as far as possible, to accommodate any wish to remain in work. You will be supported through 'welfare meetings', where you can discuss health updates with your manager and HR, with a Trade Union representative present (if you wish).

As financial matters may be paramount at this time, you are encouraged to contact your Pensions provider at the earliest opportunity to understand the options available to you.

The two main pension providers for Coleg Cambria are Teachers Pensions (for teaching staff) www.teacherspensions.co.uk and for support staff the Clwyd Pension Fund (LGPS) <https://mss.clwydpensionfund.org.uk>

Options include:

- You continue to work fully or in a reduced capacity
- If eligible, you could make an application for ill-health retirement, or where life expectancy is 12 months or less, you may be able to take the whole pension entitlement as a lump sum. Please note the pension provider is responsible for determining how the pension should be treated in any individual circumstance.

If you are diagnosed as terminally ill, you are exempt from the normal trigger process for dealing with sickness absence. Other provisions of this policy, including maintaining regular contact and other support mechanisms will still apply.

You may be asked to attend a meeting with HR to explore and understand the best way of supporting you. You may also be referred to Occupational Health, so that decisions on how best to support you at work are made with the benefit of their professional opinion as well as advice from your GP.

With your agreement, we will keep in regular contact with you and review support as and when required. If you are unable to maintain contact personally, you have the option to designate a member of your family or a close friend during periods of treatment, hospitalisation and/or while at home during your sickness absence. These measures are to ensure that we are supporting you to the best of our ability and to ensure there are open channels of communication for any questions you may have.