

EXTENSION AND UPGRADE OF SICK PAY ENTITLEMENT

This document applies to all Council employees.

Notes:

- This policy should be read in conjunction with the relevant Service Order for fire employees on Grey & Gold Book Terms & Conditions

This document may not be applicable to employees who transferred into LCC under TUPE legislation and remain on the terms and conditions of their previous organisation.

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EXTENSION AND UPGRADE OF SICK PAY ENTITLEMENT

The Council's terms and conditions provide entitlement to sick pay (both full and half pay) dependent upon the length of service. There is also provision for the Council to exercise discretion to extend the period of sick pay in exceptional circumstances.

In considering whether to exercise this discretion it is essential that decisions are non-discriminatory and consistent with the operational needs of the service and the Council.

Any decision to extend or upgrade entitlement will be taken by Senior Leaders in discussion with the Health & Wellbeing team to ensure consistency and fairness. The Council accepts that employee circumstances are individual and therefore need to be dealt with in a compassionate and confidential manner.

Sick pay may be extended or upgraded for between one to three months after which time a review will take place to consider whether further extension is appropriate. It is not expected that extensions will exceed a total of 12 months at full pay.

Where national conditions of service for specific employment groups are more generous, those terms will apply.

DISABLED EMPLOYEES

The Council's aim is to promote equality of opportunity for all employees and remove or make adjustments to policies which could disadvantage disabled employees.

The Equality Act 2010 requires the removal of any disadvantage that disabled employees face. Any employee who meets the Equality Act 2010 definition of a disability can request a reasonable adjustment – see [Supporting Disabled Employees in the Workplace](#). An extension or upgrading of sick pay may be an appropriate reasonable adjustment as may Disability Leave – see [Disability Leave Policy and Procedure](#).

Managers must ensure that they are aware of and consider reasonable adjustments for disabled employees.

CRITERIA

The following criteria should be considered to guide a manager's decision on whether to recommend to a Senior Leader that sick pay should be extended or upgraded:

- Does the extension of entitlement have a direct, positive and demonstrable bearing upon the achievement of the Council's service objectives?
- Are there particular reasons why the 'normal entitlement' fails to reflect the record, contribution or circumstances of the individual employee involved?
- As part of the Council's duty of care, has the employee's personal circumstances been taken into account and have they been kept informed and involved in discussions?
- Has medical advice from Occupational Health been fully considered?

- What is the likelihood and timescale of future return to work (usually based on medical or OH advice)?
- Is the employee likely to return within the next 3 months?
- Is a full return to work or phased return (e.g. light duties for fire fighters) anticipated?
- Have all reasonable adjustments e.g. working from home or other locations been considered?
 - Has there been consultation and discussion with the employee?
 - Has the financial cost been considered in comparison to the cost of effect of not extending the entitlement on the organisation and the employee.
 - Is the employee's continued absence caused or exacerbated by work related issues?
 - Whether an extension or upgrade of sick pay should be considered as a 'reasonable adjustment' for employees with a disability as defined by the Equality Act 2010.
 - Has advice from the Health & Wellbeing team been considered?

RESPONSIBILITIES

SENIOR LEADERS

Monitoring extensions and upgrading of sick pay in accordance with the stated criteria and policy principles.

Approving an extension or upgrading of sick pay in accordance with the stated criteria and policy principles

SERVICE MANAGER – PEOPLE MANAGEMENT

Reviewing and updating of the policy.

MANAGERS

- Identifying through absence management meetings, Business World On! management information or payroll information where extensions of sick pay may be required and making recommendations for upgrades or extensions if appropriate.
- Ensuring they have medical and occupational health advice to inform their decision.
- Informing the employee of the outcome and keeping the employee informed at all stages.
- Action the change on Business World On!
- Recording extensions or upgrades to sick pay entitlement appropriately.
- Action on Business World On! any change to an employee's disability status if appropriate.

OCCUPATIONAL HEALTH

Providing a clear assessment of cases in which the Equality Act 2010 applies.

HR ADVISOR/HEALTH & WELLBEING TEAM

The HR Advisor/Health & Wellbeing Team will provide advice in the application of this policy, referring to the circumstances of the case, advice from Occupational Health and the criteria set within this policy.

ADVICE AND SUPPORT

Please contact People Management

ADDITIONAL RELEVANT POLICIES

[Absence Management Policy and Procedure](#)

[Disability Leave Policy](#)

[Local Scheme of Conditions of Service](#)

[Supporting Disabled Employees in the Workplace](#)

[G10 Occupational Health Provisions](#)

[G10.5 Management Referrals](#)

[G10.12 Rehabilitation following Long Term Ill-Health](#)

[G26.1 Employees with Disabilities or Ill-Health](#)

FORMS AND LETTERS

[Business World On! E Form for Requesting an Extension to Sick Pay](#)

[Template Letter – Confirming Extension of Sick Pay](#)

[Reasonable Adjustment Request Form](#)

EXTENSION AND UPGRADE OF ENTITLEMENT OF SICK PAY PROCEDURE

LIAISON WITH PAYROLL

If the manager is aware that an employee may require an extension or upgrade to sick pay, contact should be made with the payroll section in order to obtain correct information relating to the end dates for entitlement to full and half pay.

REFERRAL TO OCCUPATIONAL HEALTH

In most cases it is likely that the employee will have already been referred to occupational health but it is important that this step is taken in all cases. The medical advice given by occupational health will form part of the Senior Leader's consideration as to whether an extension or upgrade is appropriate.

APPROVAL AND IMPLEMENTATION PROCESS

The manager should make a recommendation for the extension or upgrade of entitlement to sick pay to the Senior Leader, outlining the consideration of the above criteria using the [Business World On! E Form for Requesting an Extension to Sick Pay](#). Where an employee has asked to add a supporting statement this should be included. Support and advice for the manager to do this will be available from Human Resources. Where possible the recommendation should be made at least 4 weeks prior to the expiry of occupational sick pay.

A Senior Leader will consider all the information presented to them, refer to the criteria set out in this policy and prior to authorising to ensure consistency throughout the Council, will need to seek support from their HR Advisor/Health & Wellbeing Team, People Management.

A response will be given as to whether the request has been approved or not. Once a response has been received, the manager will inform the employee, and confirm in writing whether the extension has been approved or not, [Template Letter – Confirming Extension of Sick Pay](#).

Should the request be approved, the manager must inform payroll (copy of letter to employee/Business World On! E Form) to ensure that the appropriate extension or upgrade is made. Payroll will update the employee record.

RECORDS

Records of decisions taken in respect of extension or upgrading to sick pay should be kept as part of the personal file and recorded on the personnel system for monitoring purposes.

If an employee's sick pay entitlement is upgraded or extended due to their disability as defined by the Equality Act 2010, the line manager should advise the employee that the employee should update their personal record to reflect their disability status.

People Management will monitor the application of this provision to provide qualitative information to the senior leadership team as and when required.