

SICK PAY – OCCUPATIONAL

Occupational Sick Pay for all staff employed by Northamptonshire County Council Schools

These notes will provide you with some basic information about occupational sick pay entitlements, should you require further details, please contact your Personnel Assistant who will be happy to help you.

Teachers:

During the first year of service:	Full pay for 25 working days and (after completing four calendar months service) half pay for 50 working days
During the second year of service:	Full pay for 50 working days/half pay for 50 working days
During the third year of service:	Full pay for 75 working days/half pay for 75 working days
During the fourth year of service	Full pay for 100 working days/half pay for 100 working days

National Joint Council Employees:

During the first year of service:	1 months full pay and (after completing 4 months service) 2 months half pay
During the second year of service:	2 months full pay and 2 months half pay
During the third year of service:	4 months full pay and 4 months half pay
During the fourth and fifth year of service:	5 months full pay and 5 months half pay
After five years service:	6 months full pay and 6 months half pay

Note: 1 month shall be deemed to be equivalent to 26 working days. Saturday being reckoned in all cases as a working day.

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Sickness Procedure

The employee must always submit a self certification form for the first week and medical certificates for subsequent weeks.

Day 1 of Sickness	On the first normal working day the employee should notify the Head Teacher/School why they are unfit for work and their likely date of return to work. This should normally be within one hour of their time for commencing work, if arrangements have to be made for somebody else to undertake their work.
Day 4 of Sickness	On the fourth day of illness, the employee should re-notify the Head Teacher/School and complete a self-certification form. This should then be sent to the school. If the employee expects to return to work before the eighth day the self-certification may be completed on return to work.
Day 8 of Sickness	On the eighth day of illness the employee should obtain a doctor's certificate and send it to the school.
Continuing Sickness	If the employee continues to be ill, doctor's certificates must be submitted for the whole period of illness irrespective of holidays, weekends and regardless of entitlement to pay.

Employees must not be allowed to resume duties whilst certified unfit by a doctor as they are not covered by the Insurance Policy.