

Procedure - Sick Pay

Scope.

All employees. This procedure covers eligibility for payment of sick pay.

Roles and responsibilities.

To operate correctly, the system depends on the accurate recording of sick absence. The individual must notify the Company as soon as possible of any incapacity for work and of their intention to return to work; payment of sick pay is conditional upon the provision of a statement of incapacity for work.

The line manager must report the start of the individual's sick absence promptly and the end of absence as soon as she or he returns to work. The line manager must retain medical certificates for four years.

Process.

Overview.

Conditions on which sick pay is paid:

The payment of sick pay is subject to the correct notification of sick absence and the provision of Medical Certificates. It is conditional on a reasonable prospect of recovery with ability to render regular and efficient service. It is an essential condition of the payment of sick pay that the Company shall be satisfied, in the light of medical advice, that absence is necessary and due to genuine illness.

The Company reserves the right to withhold sick pay if it is satisfied that absence is due to, or aggravated by, drunkenness or other causes within the individual's control, or neglect of definite instructions given by a doctor; or if the individual engages in other paid employment without permission.

It is a condition of the payment of sick pay that anyone absent from duty through illness shall not change his or her ordinary place of residence, other than for the purpose of receiving treatment or with the consent of the Company.

No one will be entitled to sick pay during any time for which she is receiving maternity pay. [[Link to Maternity procedure](#)]

Detail.

Definition of bt sick pay rates:

Full-rate sick pay means a person's full normal rate of pay less any benefits for sickness absence that she/he is entitled to receive under the Social Security legislation (eg Statutory Sick Pay) or in Employment Rehabilitation Allowance.

Half-rate sick pay is half of a person's normal rate of pay in addition to any benefits for sickness absence that she/he is entitled to receive under the Social Security legislation (eg Statutory Sick Pay) or in Employment Rehabilitation Allowance; but, if this total exceeds normal pay, the excess will be deducted from the half-pay element.

Sick Pay at Pension Rate is the highest rate of pension members of the BT Pension Scheme would receive if retired now on medical grounds. The amount is reduced to half-rate sick pay if that is less. Either amount is in addition to any benefits for sickness

absence that a person is entitled to receive under the Social Security legislation (eg Statutory Sick Pay) or in Employment Rehabilitation Allowance (and it is not subject to any reduction to ensure that the total sum does not exceed the normal rate of pay).

Normal rate of pay is a person's basic pay plus London Weighting (if appropriate), together with any allowances payable during sick absence.

Entitlement to sick pay:

In counting off periods of absence against the time limits for each sick pay allowance described in Sick Pay Allowances below, the following will apply:

- Each weekend day or other rest day (even if unpaid and for which no attendance is scheduled) which falls within any period of sick absence (ie not starting or ending it) will be counted as a single day, ie for anyone absent from Friday to Monday (inclusive), this will count as four days.
- Public, Bank or BT Holidays falling within a period of absence will also be counted in this way.

NOTE: The rules on Sick Absence Due to Accidents, to Assault on Duty and to Industrial Injury or Disease are covered in *[ISIS PNL/EMP/D030 Replacement]* ([link](#)). The document also includes provision for the payment of sick pay when an employee is unable to receive it.

Sick pay allowances.

Long-term employees.

(NOTE: Long-term part-time employees are allowed sick pay as for long-term employees pro rata to their normal attendance):

If someone who is eligible for Company sick pay is absent through sickness or injury (subject to the conditions mentioned above) this will be paid at full-rate sick pay for a period not exceeding six months (183 days) in aggregate during any period of 12 months.

When this allowance is exhausted, sick pay falls to half-rate only. Payment of full-rate or half-rate sick pay, as appropriate, continues until the person has been absent in aggregate for up to 12 months (with or without pay) in any period of four years.

Sick Pay at Pension Rate is paid when the person has been absent in aggregate for more than 12 months (with or without pay) in any period of 4 years. To qualify for this pension rate, the person must be a member of the BT Pension Scheme. Those who are not, receive no sick pay when the entitlement to full-rate and half-rate sick pay is exhausted.

Each of the three rates mentioned here is defined under Definition of BT Sick Pay Rates (above).

Temporary employees.

(NOTE: Temporary, part-time employees are allowed sick pay as for temporary full-time employees pro rata to their normal attendance):

Someone who is temporary and eligible for Company sick pay, when absent through sickness or injury is paid as follows:

- During the first year of service, at full-rate subject to a maximum of one week for every completed month of paid employment.
- After one year's paid employment, in any period of 12 calendar months sick pay is at full-rate for a period not exceeding three months (91 days).

General provisions.

The above provisions do not affect entitlement to Statutory Sick Pay. Once sick pay at full-rate has ceased owing to the operation of the maximum limits, the individual cannot go back to such pay during the same absence. If sick pay entitlement is expressed in months, then Sundays, rest days, Public, Bank and BT Holidays which fall within a period of sick absence are included and count as part of the absence; but if it is expressed in working days, only Public, Bank and BT Holidays are counted. The person is entitled to one of the rates of sick pay for these days but not ordinary pay. For those conditioned to a five-day week, Saturdays and off-duty days are treated as Sundays. Where these days occur at the start or end of a period of sick absence, they are not counted unless the person has been scheduled for work on those days and have not attended. Entitlement to sick pay is in all cases subject to the strict observance of the conditions set out under *Conditions on Which Sick Pay is Paid* (above).

The question of retirement/dismissal on medical grounds may be taken up before the expiry of the full periods of paid sick absence provided for in these rules and the payment of sick pay will cease immediately on retirement/dismissal.

Forms / standard letters.

Sick Absence Reporting Form.

http://humanresources.intra.bt.com/cmc_upload/0/000/009/786/Sick%20Absence%20Reporting%20Form.doc

Self Certification form.

http://humanresources.intra.bt.com/cmc_upload/0/000/009/786/Summary%20of%20the%20Process.doc

Links / contacts.

Notification of Sick Absence & Medical Certificates
http://humanresources.intra.bt.com/hrbv-bin/hrbv/hr_article.jsp?cont_OID=9786&sec_OID=-8196
Maternity procedure [when agreed]
Sick Absence Due to Accidents, to Assault on Duty and to Industrial Injury or Disease ISIS PNL/EMP/D030 <i>[replacement]</i> http://humanresources.intra.bt.com/hrbv-bin/hrbv/hr_article.jsp?cont_OID=9786&sec_OID=-8196

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