

Occupational Sick Pay

1. Occupational and statutory sick pay eligibility

Occupational sick pay (OSP) eligibility depends on the employee's contract of employment and length of service. Employees who are not entitled to receive OSP may be eligible for Statutory Sick Pay (SSP). Further information on SSP eligibility and entitlements is available on the [Directgov](#) website.

2. Occupational sick pay entitlements

Support sick pay entitlements in a rolling year

Length of Service	Full pay (calendar days)	Half pay (calendar days)
0 - 1 years	1 month (<i>from date of commencement</i>)	2 months (<i>after four months service</i>)
1 - 2 years	2 months	2 months
2 - 3 years	4 months	4 months
3 - 5 years	5 months	5 months
5+ years	6 months	6 months

Academic sick pay entitlements for period 1 April to 31 March (unless sickness is continuous over 1 April)

Length of Service	Full pay (calendar days)	Half pay (calendar days)
0 - 1 years	1 month (<i>from date of commencement</i>)	2 months (<i>after four months service</i>)
1 - 2 years	3 months	3 months
2 - 3 years	4 months	4 months
3+ years	6 months	6 months

3. Payment of sick pay

Payment of sick pay will only be made against satisfactorily submitted and authorised sickness absence entries on MyView or fit notes.

Full OSP includes SSP. If an employee moves to half pay then SSP is paid in addition to half pay. Should half pay plus SSP exceed an employee's normal gross weekly pay, then pay will be capped at a week's gross pay.

If an employee is excluded from SSP or their entitlement to OSP or SSP has become exhausted, they will be notified accordingly by People and Development. In these circumstances, copies of fit notes must still be provided for notification and recording purposes.

The University has the right to investigate any suspected abuse of sick pay which, if verified, will be referred to the [Disciplinary procedure](#).

4. Exclusions from occupational sick pay

If Solent University is of the opinion that the reason for the employee's absence is due to the employee's own misconduct or they have taken action that has hindered their recovery, the payment of any sick pay may be suspended.

Sick pay shall not be paid in the case of an accident due to active participation in sport as a profession, unless Solent University decides otherwise, though SSP may become payable.

In any such case, Solent University shall inform the employee of the grounds upon which payment of sick pay has been suspended. If the employee disagrees with the assessment, they may raise the matter through the [Grievance procedure](#).

5. Entitlement to Occupational and Statutory Sick pay during phased returns

If a phased return to work recommended by the employee's GP or by [Solent Health Services](#) is agreed and requires the employee to temporarily reduce their hours of work, the employee will be deemed to be partially fit for work.

During an agreed phased return to work, employees will receive their contractual pay for the hours they work and receive any OSP and/or SSP entitlements for the full/half days that they are signed off as unfit for work.

6. Further information

Queries relating to OSP or SSP eligibility or entitlements should be directed to your designated Business Partner Manager or Payroll Administrator.