



**ABERDEEN CITY COUNCIL**

# **EXTENSION OF OCCUPATIONAL SICK PAY**

## **GUIDELINES**

*Approved by the Resources Management Committee  
on 21 November 2006 with a date of implementation of  
21 November 2006. Updated May 2020.*

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## **SECTION 1: INTRODUCTION**

### **Statement**

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The Council recognises the difficulties that individuals and their families may encounter financially if their occupational sick pay ceases due to their length of time off sick due to being in the terminal phase of an illness\*. The Council is therefore committed to ensuring that, in return for their loyalty to the authority, a continuation of occupational sick pay can be requested by Clusters in order to ease the stress of financial commitments placed on employees and their families.

Employees who have sufficient qualifying service and whose request by their Cluster is approved will receive a continuation of occupational sick pay.

The Council accepts that employees' circumstances are individual and therefore need to be dealt with in a compassionate and confidential manner.

Clusters should be managing employees' attendance and be in communication with them. Managers should therefore be aware of when an employee has been diagnosed as being in the terminal phase of an illness.

Given that an employee is in the terminal phase of an illness, the responsibility for initiating any consideration for an extension to occupational sick pay and subsequently requesting it, lies with the employing Cluster rather than the employee directly.

NOTE: For the purposes of this policy a teacher's line manager is deemed to be the Head Teacher.

**\*Definition of 'being in the terminal phase of an illness' - generally regarded as the last 6 months to 1 year of life.**

## ***SECTION 2: SCOPE***

### **Employees covered by the guidelines**

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The guidelines apply to all employees of the Council, including Teaching and other SNCT staff, who have a minimum of 5 years' continuous service and have been diagnosed as being in the terminal phase of an illness\*.

## ***SECTION 3: CORE PRINCIPLES***

- A supportive and compassionate approach to dealing with employees who are in the terminal phase of an illness will be adopted by supervisors/managers;
- A request can only be put forward where an employee is about to fully exhaust their entitlement to occupational sick pay;
- In all cases, the decision will be taken in the light of medical evidence and advice from Occupational Health;
- The granting of an extension, based on the qualifying criteria, to occupational sick pay will be based on a request from the employing Cluster to the Chief Officer - People and Organisational Development.

## ***SECTION 4: THE PROCEDURE***

### **Supportive and Constructive Approach**

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The guidelines outline the steps that are required to be followed by a manager if he or she has an employee who has been diagnosed as being in the terminal phase of an illness\*.

The Council, as a good employer, is therefore committed to ensuring that, in return for their loyalty to the authority, a continuation of occupational sick pay can be requested in order to ease the stress of financial commitments placed on employees and their families.

### **6 critical stages in the procedure**

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#### **Stage 1: Liaison with the HR Service Centre**

As soon as the Cluster has been notified that an employee is diagnosed as being in the terminal phase of an illness, contact should be made with the HR Service Centre. The purpose of this is to obtain correct information relating to the end dates for entitlement to full and half sick pay.

It is important to note that occupational sick pay is calculated on a 12-month rolling period therefore liaison with HR Service Centre is required. The HR Service Centre will identify relevant dates relating to when an employee will conclude their entitlement to full and half pay, and these dates are essential. For example, it should not be assumed that an employee who has been off for 2 months will automatically be entitled to receive a further 4 months of full pay. It could well be that there was an absence within the previous 12 months therefore the entitlement will be reduced.

Note - line managers receive an electronic notification from the HR/Payroll system when one of their employees is about to reduce to half or nil occupational sick pay, which should help serve as a prompt in relation to commencing Stage 1 of this process.

### **Stage 2: Referral to Occupational Health**

It is important that Occupational Health have been involved in the case of an employee who has been on long term absence. The medical advice given by Occupational Health will form the basis of the request from a Cluster for the extension of occupational sick pay. Line Managers should contact Occupational Health, in order to obtain written clarification on the prognosis of the employee's illness. This should be done prior to the expiry of occupational sick pay to ensure that any request for extension to occupational sick pay is made timeously to enable the request to be considered, a response to be given, and for this to be communicated to Payroll and the employee.

### **Stage 3: Request to the Chief Officer – People and Organisational Development**

A request for extension to occupational sick pay must be made using Appendix A, which requires to be supported by the employee's Chief Officer. Upon completion, Appendix A should be forwarded to the relevant People and Organisation Adviser, using the e-mail address [employeerelations@aberdeencity.gov.uk](mailto:employeerelations@aberdeencity.gov.uk) who will then arrange to forward it to the Chief Officer – People and Organisational Development, for consideration. The request should be made, wherever possible, at least 4 weeks prior to the expiry of occupational sick pay.

### **Stage 4: Response from the Chief Officer – People and Organisational Development**

A response will be given in the appropriate section of Appendix A as to whether the request has been approved or not approved. The completed Appendix A will then be e-mailed to the relevant Chief Officer and the HR Service Centre by a People and Organisation Adviser.

### **Stage 5: Notification to Payroll**

Should the request be approved by the Chief Officer - People and Organisational Development, the completed form will be e-mailed to Payroll by the HR Service Centre. This will ensure that the appropriate extension to occupational sick pay is actioned.

### **Stage 6: Notification to Employee**

Once a response has been received from the Chief Officer - People and Organisational Development, the Cluster will inform the employee of the outcome using the letter at Appendix B.

## **SECTION 5: REVIEW OF THE GUIDELINES**

People and Organisational Development will review these guidelines every 3 years. The guidelines will, nevertheless, be subject to continual review and amendment in light of experience of their operation, employment best practice and statutory requirements. Changes will only be made following normal consultation arrangements.

Date of update	Summary of updates
July 2020	Updates made to the process reflecting that initial liaison is now with the HR Service Centre, rather than Payroll. The approval is now decided by the Chief Officer – People and Organisational Development in accordance with current delegated powers (rather than the Director of Resources). The process has been updated to be more digital, with the form e-mailed rather than sent and the use of electronic signatures for approval. Necessary terminology updates have been made to reflect the current structure of the organisation.

**EXTENSION TO OCCUPATIONAL SICK PAY**

**Appendix A**

This form requires to be completed when an employing Cluster wishes to request an extension to occupational sick pay in the event of an employee being diagnosed as being in the terminal phase of an illness\*.

**Note:** To be forwarded to the relevant People and Organisation Adviser at e-mail address [employeerelations@aberdeencity.gov.uk](mailto:employeerelations@aberdeencity.gov.uk) upon completion by the employee's Chief Officer.

<b>1</b>	<b>Employee Name:</b>	<b>Job Title:</b>
	<b>Employee Payroll Number:</b>	<b>Function/Cluster:</b>
	<b>Date Continuous Service Commenced:</b>	<b>Date Occupational Sick Pay Concludes:</b> Full Pay                      Half Pay
<b>Details of the request:</b>		
Full pay to continue from < > to < > Half pay to continue from < > to < >		

<b>2</b>	<b>Have you included the latest medical report from Occupational Health?</b>
Please note that if the medical report is not included, the request may not be considered.	

<b>3</b>	<b>Supporting Statement by Chief Officer Supported/Not Supported</b>	
<i>(delete one)</i>		
<i>(enter supporting wording here)</i>		
<b>Name:</b> _____	<b>Electronic signature:</b> _____	<b>Date:</b> _____
<b>Job Title of Chief Officer:</b> _____		

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**FOR COMPLETION BY CHIEF OFFICER - PEOPLE AND ORGANISATIONAL DEVELOPMENT**

<b>4</b>	<b>Authorisation of request</b>	
I authorise*/do not authorise* the above request. (*please delete as appropriate)		
If not authorised, please give reason:		
<b>Chief Officer – People and Organisational Development</b>	<b>Electronic signature:</b> _____	<b>Date:</b> _____

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## **NOTES ON THE PROCESS AND COMPLETION OF FORM**

### **PROCESS**

Any request for the extension of occupational sick pay must be made using this form.

The form should be completed by the employing Cluster requesting the extension and must be signed by the employee's Chief Officer (electronic signature). It should be forwarded to the relevant People and Organisation Adviser at e-mail address [employeerelations@aberdeencity.gov.uk](mailto:employeerelations@aberdeencity.gov.uk) who will then forward it to the Chief Officer – People and Organisational Development for consideration.

If approved, the completed form will be e-mailed to the Chief Officer and to the HR Service Centre by a People and Organisation Adviser. The HR Service Centre will e-mail a copy of the form to the Payroll Section for implementation and place a copy in the employee's personal file.

The Cluster will inform the employee of the outcome using Appendix B, as detailed in the procedure.

### **COMPLETION OF FORM**

#### **1. Date Occupational Sick Pay Concludes**

The HR Service Centre must be consulted in relation to these dates.

#### **2. Details of the request**

This should include details of the length of extension to occupational sick pay being requested.

#### **3. Occupational Health Report**

As detailed in the guidelines, the Occupational Health report should be attached to this form in order that all the information can be considered by the Chief Officer – People and Organisational Development. It is likely that failure to attach a report will result in the request not being considered.

#### **4. Supporting Statement by Chief Officer**

This should contain information relating to why the Cluster are willing to support the request.



Your Ref.  
Our Ref.  
Contact  
Email  
Direct  
Dial  
DirectFax  
Date

**CONFIDENTIAL**

Name of Employee  
Address of Employee

Dear Employee

**Extension of Occupational Sick Pay**

I write to advise you that you will receive an extension of occupational sick pay, as approved by the Chief Officer - People and Organisational Development.

<Insert details of the extension granted>

Yours sincerely