

Checking staff sick entitlement held on payroll

In response to customer feedback we have provided a method for schools to check the sick entitlement held on payroll for each employee as detailed below:

The employee's contract type now shows on the monthly employee numbers listing NB Please make sure you are using the latest version as this is sent out each month.

Example of Employee Number Listing						
Full Name	Assignment Number	FTE / Hours	Weeks per Year	Cost Code	Spinal Point	Contract Type
Test, Mr A	1234567891	26.25 hpw	44.60	0142RB059940	13	Local Government Conditions (Green Book)
Trial, Mr B	2345678910	100%	0	0101RB059940	50	Teachers Conditions
Try, Mrs C	3456789101	26.25 hpw	43.9	0171RB059940	07	Local Conditions (1 week Sickness Entitlement)

Note the contract type from the monthly employee numbers listing and look up the corresponding sick entitlement on the table below:

Contractual Sick Entitlements for Schools Contract Types			
** Foreign Language Assistants and Relief Staffs have no contractual sick entitlement **			
Contract Type	Length of Service	Contractual Sick Entitlement	
		Full Pay	Half Pay
Local Government Conditions (Green Book) For non teaching staff on a contract with national conditions applied	During 1 st year: up to 4months	22	Nil
	During 1 st year: after 4 months	As above but become entitled to half pay	44
	During 2 nd year of service	44	44
	During 3 rd year of service	87	87
	During 4 th and 5 th year of service	109	109
	After 5 th year of service	130	130
Teachers Conditions: For teaching staff on a contract with national conditions applied	During 1 st year: up to 4 months	25	Nil
	During 1 st year: after 4 months	As above but become entitled to half pay	50
	During 2 nd year of service	50	50
	During 3 rd year of service	75	75
	During 4 th and 5 th year of service	100	100
	After 5 th year of service	100	100
Local Conditions: Nil Sickness Entitlement: For non-teaching staff on a contract with Nil sick entitlement	At contract start date	Nil	Nil
Local Conditions: 1 week Sickness Entitlement: For non-teaching staff on a contract with 5 days sick entitlement in a rolling year	At contract start date	5	Nil
Local Conditions: 2 weeks Sickness Entitlement: For non-teaching staff on a contract with 10 days sick entitlement in a rolling year	At contract start date	10	Nil