ESW Tier 2 and Tier 5 absence management

Contents

Absence type and recording method

Type of absence	Spreadsheet	Contact HR compliance as soon as possible PRIOR to commencement: HRcompliance@sussex.ac.uk
Unpaid leave of any sort	Yes	Yes
Sabbatical	Yes	Yes
UK based research or fieldwork less than 7 days in duration	No	No
UK based research or fieldwork 7 or more days in duration	Yes	Yes
UK based absence less than 7 days in duration	No	No
UK based absence 7 or more days in duration	Yes	Yes
Non- UK based research or fieldwork less than 7 day in duration	Yes	No
Non-UK based research or fieldwork 7 or more days in duration	Yes	Yes
Non-UK absence less than 7 days in duration	Yes	No
Non-UK based absences 7 or more days in duration	Yes	Yes
Annual leave	Yes	No
Sickness absence	Yes	No

MPS Tier 2 and Tier 5 absence management

UKVI Absence Recording

Colleagues are required by the UKVI to keep a record of planned absences that fall into the categories outlined above. This must be filled in in advance (with the exception of sickness absence) and uploaded to a shared BOX file. In order to fulfil this requirement the below processes should be followed.

Recording: Tier 2 and Tier 5 colleagues' actions

- The School administrator will have access to the outlook calendars of all Tier 2 and Tier 5 members of staff.
- It will be the responsibility of that staff member to ensure that all planned absences are noted in their calendars as soon as possible: Absences are categorised as follows:
  - Annual leave
  - Work-related visits outside the UK
  - Training
  - Research
  - Fieldwork
  - Conferences
  - Sabbatical unpaid
  - Sabbatical paid
  - Maternity / Paternity / Parental leave
  - Unpaid leave (max 28 days per annum)
  - Other absences, to be specified in the comments
  - Sickness absence
  - Compassionate leave
- A monthly spreadsheet will be managed by the SA where all absences will be recorded.
- If no absences from the university are planned in the following calendar month, the SA will select '*no absences in this calendar month*'.
- The month's spreadsheet will be saved using the following standardised naming formula: YYYYMM_NAME, for example 201805_JONES for Jones' May 2018 spreadsheet, to be filled in by mid-April.
- The spreadsheet will be saved to BOX as separate files and not overwrite previous months.
- This will be repeated monthly, each time by the 15th of the month to give details of the following month.
- The SA will monitor calendars once a week and update the spreadsheet in box when required.

Calling in sick

- Sickness absence should be monitored and recorded in line with the University's sickness policy.
- As sickness cannot be pre-planned, it is vital that colleagues follow the process below to ensure records are updated immediately.
- Tier 2 and Tier 5 colleagues should send an email to the line manager and CC to SA on the first day of a sickness absence and give an indication as to how long they expect to be ill. *Please note, colleagues do not have to disclose the nature of their illness to anyone who is*

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> *not their line manager, therefore if required it is permissible to simply say 'sick' in this email and follow up with the line manager in a separate communication.*

- SA will access the BOX spreadsheet for that month and enter the sickness absence.
- Tier 2 and Tier 5 colleagues should email line manager and CC to SA, HOSC when they are back at work. SA will then update the spreadsheet in Box.
- This process is not intended to replace any other sickness absence policy.

Data protection

- A read-only link to the Box directory will be sent to HR compliance, so they can view all records and ensure that they are complete.
- HoS, HoSC and SA will have full access to all files.
- With the exceptions above, the files will remain confidential.

25 October 2018: subject to SLT approval.

The process outlined in this document will be reviewed on an annual basis. Next review: August 2019