



UKRI Paid Sick Leave

Before completing this application form, please read the following notes:

Students who are funded by the UK Research Councils (AHRC/CHASE, ESRC/SeNSS, BBSRC SoCoBio, EPSRC, NERC, STFC and MRC) are eligible to apply for **up to 13 weeks** (3 months) paid sick leave in a rolling 12-month period.

When you take paid sick leave, we do not pause your stipend payments (as with intermission) and if sick leave is approved we automatically put forward your funding end date and your deadline for submitting your thesis.

If you are not able to return to your studies after three months of sick leave, then you will need to take further leave as intermission.

When you request paid sick leave, you must attach a doctor's note or some other form of **medical evidence** which indicates the **dates** during which you were sick.

Sick leave should be requested for a minimum of one month – on the grounds that students can make up shorter periods over the 4 years of registration.

The UKRI regulations are detailed in section 8.2 of the [Terms and Conditions of Training Grants](#).

During the pandemic, UKRI has issued further [guidance for PhD students](#) for sickness relating to COVID-19.

- Sick leave – either because you have been ill with Covid or you have an existing condition which has been exacerbated by the pandemic and the lockdowns - can be claimed for up to 28 weeks rather than the normal 13 weeks set out in the standard training grant terms and conditions.
- If you are shielding, and not able to work from home, you can request paid sick leave to cover this and you may use your shielding letter to claim sick pay. You can claim for more than one period of shielding.

SECTION A – To be completed by the student

Name	:		Reg. No.	:	
UKRI FUNDER	:		School	:	
PhD Programme			FT/PT		
Correspondence Address (PLEASE TYPE OR PRINT CLEARLY)	:				

Length of Sick Leave requested:.....

Dates of sick leave

Signed	:		Date	:	
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(Student)

Section B – To be completed by the supervisor

I recommend that the student be permitted paid sick leave and an extension of his/her research degree registration period.

Signed	:		Date	:	
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(Main supervisor)

SECTION C – To be completed by the Director of Doctoral Studies

Approval is given for payment of sick pay and an extension of registration of:weeks/months

Signed	:		Date	:	
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(Director of Doctoral Studies or MAH Associate Dean of Doctoral Studies)

Once completed, please return to doctoralfunding@sussex.ac.uk