

Sickness Absence Reporting

There is an expectation that **all sickness is reported**.

Stipendiary office holders under common tenure have a **legal duty to report sickness** absence of a day or more.

All other office holders under common tenure have to report sickness of a week or more. (Terms of Service Regulation number 27) So, associate clergy may want to follow the same procedure to enable parishes to organise work differently and provide cover for normal running of the services,

These records help bishops with the pastoral care of their clergy. If data is properly provided and recorded it may be possible to detect any potential health problems at an early enough stage for effective measures to be taken.

Process to follow

All stipendiary clergy, unable to perform their duties because of sickness, are **required** to telephone or e-mail the Incumbent or Area Dean and the Stipends Administrator at Diocesan Church House as soon as possible,

It is essential that they complete and return to Diocesan Stipends Administrator pat.burton@oxford.anglican.org the self-certificate form (SC2), available from:

<https://www.gov.uk/government/publications/statutory-sick-pay-employees-statement-of-sickness-sc2>

The information will be passed to Payroll Services as managers of the Central Clergy payroll, who keep records of sickness absence to comply with statutory sick pay requirements, which cover all clergy paid through the Central Clergy payroll.

For further detail on '**sickness pay entitlements**' and related '**clergy wellbeing**' matters including potential support and services, please visit Sections 8 and 9 of the Clergy Handbook www.oxford.anglican.org/clergyhandbook