



What support is available when I'm on long term sickness

We understand that when you are absent from work it can be an uncertain/anxious time for you and NHSBT are here to support you in the best way possible, whilst understanding the operational impact of the absence on colleagues/work pressures.

Whilst your Manager will support you and maintain regular contact to understand the medical condition and how/what support NHSBT can offer to enable you to return to work/maintain health levels of attendance, we do ask that you maintain self-care.

Your manager may refer you to OH, with your consent and this is to understand what the medical condition and how/what is the best support your manager can give to you during your absence.

Your absence will be supported via the [Attendance Policy](#) and [Attendance FAQ's](#)

What is my responsibility/ what can I do?

Our ask/expectation of you is to:

- Maintain regular contact/communication with your manager via the phone, keep your manager informed of any appointments/medical condition/medical treatment you are receiving
- Attend any wellbeing meetings organised by your Manager to ensure you are still connected to the workplace.
- Send in your fit notes in a timely manner – if there is going to be a delay let your Manager know as this may have an impact on your pay.
- Attend OH appointments, unfortunately if you do not attend an OH appointment NHSBT still get charged for the appointment and may delay any support NHSBT may be able to provide to you.
- Be open - the more you are open about your medical condition the more NHSBT have an understanding and it will enable your Manager to help and support you back to the work place and maintain healthy attendance levels.

Support available:

There is a wealth of information on the [wellbeing hub](#) on [People First](#)

NHSBT have dedicated [Mental health and Wellbeing Champions](#) which is confidential and so if you feel it will be beneficial your Manager can arrange to organise this support for you.

How to access the [Employee Assistant Programme](#)

Available 24 hours a day, 365 days a year. To contact them;

- Call 0800 783 2808
- Call (outside the UK) +44 1455 254151
- On-line;
 - <https://healthassuredeap.co.uk> - you will need the following log in details;
 - User Name - 72992
 - Password – 72992
- My Healthy Advantage App - Available from Play Store and App Store. You'll need the Activation Code MHA021261

Access to Work

[Access to work](#) can help you get or stay in work if you have a physical or mental health condition or disability You can contact them via [Access to work](#). Please note that this access to support is something that you are responsible for exploring.

The support you get will depend on your needs. Through [Access to work](#), you can apply for:

- a grant to help pay for practical support with your work
- support with managing your mental health at work



There is also access to the [DAWN](#), Disability and Wellbeing Network and the [Neurodiversity Network Group](#)

What about my pay?

- As you are absent from work, NHSBT have a generous sickness pay benefit which is dependent on length of service:- please see below
 - during your first year of service - one month's full pay and two months' half pay
 - during your second year of service - two months' full pay and two months' half pay
 - during your third year of service - four months' full pay and four months' half pay
 - during your fourth and fifth year of service - five months' full pay and five months' half pay
 - after completing five years of service - six months' full pay and six months half pay

Please note: sickness pay is in a rolling 12 month period so the system will take into consideration any absence over the last 12 months which may impact when you enter half and nil pay.

If you do enter half/nil pay you can take annual leave to top up your pay, however you will remain as absent due to sickness on the system. You can do this by talking to your manager.

What about my annual leave?

You will continue to accrue annual leave whilst in pay on long term sickness, however, please note the working time directive allows employees to carry forward 28 days deducting any annual leave already used within the leave year, Please note whilst in receipt of nil pay you only accrue the working time directive annual leave allowance which is 28 days and not your contractual entitlement.

I'm absent due to an accident at work

Ensure that your Manager is aware and that you and your manager have logged the incident on Datix. Health and Safety will then be in contact to discuss/investigate the accident at work.

I'm absent because of something that happened at work, and am part of a capability/disciplinary investigation what can I do?

We understand that this can be an anxious time for you and if there is a workplace issue that you want to raise, we encourage you to talk to your Manager, if you feel you can't, please speak to your Managers Manager.

Please be advised that you can speak to the following, in confidence:

[Freedom to Speak Up](#)

[Employee Assistance Programme](#)

Other sources of information/Support:

[Dignity at Work](#)

[Our Wellbeing Hub](#)

I have an underlying medical condition/disability that may require adjustments within the workplace?

The purpose of a reasonable adjustment is to help support you to maintain a healthy level of attendance at work, despite having a disability, this can either be on a temporary or permanent agreement and may need to be reviewed accordingly. It is focusing on what you can do not what you are unable to do.

Examples of a reasonable adjustments could be, adjustment of hours, time off to attend clinics, medical appointments, review of trigger points if OH suggest that absence maybe higher due to their disability.

Along with your Manager we suggest completing a work assessment with health and safety. Review the role of the job role- can any adjustments be made to the job role dependent on occupational health advice or from a health and safety assessment.

We also ask that you are open and honest with your manager with the condition and what this means for you. The more information you give to help your manager understand the condition the more your Manager can give the best possible support which is reasonable. This could be tailored adjustments; you may be asked to attend an OH appointment to better understand the condition and or health and safety completing a risk assessment. Other adjustments can include time off to attend medical appointments You may want to seek advice from [Access to work](#).

Further advice and support is also available via the [Workplace/Reasonable Adjustments Policy](#) and [Workplace/Reasonable Adjustments FAQ's](#).

The OH report suggests that the medical condition maybe classed as a "disability" what does that mean for me?

In the [Equality Act](#) a disability means a physical or a mental condition which has a substantial and long-term impact on your ability to do normal day to day activities.

An employee is covered by the Equality Act if they have a progressive condition like HIV, cancer or multiple sclerosis, even if they are currently able to carry out normal day to day activities. They are protected as soon as they are diagnosed with a progressive condition.

Employees are also covered by the Equality Act, and if you have had a disability in the past. For example, if you have had a mental health condition in the past which lasted for over 12 months, but have now recovered, you are still protected from discrimination because of that disability.

What if I am waiting for treatment/operation and OH have stated “unfit for work”

If you are awaiting treatment/diagnosis, your Manager will explore options available to you, whilst you may not be fit to carry out your role, you and your Manager can explore redeployment whereby you are temporarily redeployed whilst awaiting the treatment.

You can also contact [HR Direct](#) who will be able to help signpost you to information.