

Sickness and Annual Leave

1. Sickness during annual leave

If you become ill directly before, during or directly after a period of annual leave, you can choose whether the absence is treated as sick absence or annual leave. You must follow normal absence management procedures for it to be treated as sick absence.

You should inform your manager on the first day of illness, or as soon as possible. They must then open a sick absence on Oracle Cloud. This will ensure your absence is appropriately recorded.

To view a guide on how a manager can add a sick absence, search for the guide named 'create, update, or delete an absence record (manager)', using the Oracle help centre icon on the right-hand side of the screen.

You will continue to accrue annual leave during:

- periods of paid and unpaid sick absence
- sick absence at pension rate of pay

You can take annual leave while on sick absence, but you can't be made to do so. Payment for annual leave will be at your normal rate of pay rather than the sick rate of pay or pension rate that might otherwise apply.

2. Taking annual leave while on sick absence

You can do this by contacting your manager to request annual leave.

You should give as much notice as possible to ensure that you get the correct pay or the period of annual leave. Annual leave will be paid at the normal rate of pay rather than the sick pay rate.

Taking annual leave won't interrupt a period of sick absence. Sick absence and annual leave can run at the same time. You will need a fit note to cover the period. The dates covered by the fit note will count towards sick pay limits and sick absence trigger points.