

TC4/October 2012

TERMS AND CONDITIONS OF APPOINTMENT (TERM GRADE 7 AND ABOVE)

Probation/Review

1.1

Sickness absence

6.1 As an employee of Lancaster University you qualify and benefit from the scheme outlined below:

Entitlement is based on the length of accrued service on the first day of absence:

	<u>Full pay</u>	<u>Half pay</u>
During first five months of service	one month	no entitlement
During 6 th to 12 th month of service	one month	one month
During second year of service	three months	three months
During third year of service	four months	four months
In fourth year and beyond	six months	six months

6.2 The Policy on the Management of Sickness Absence which includes details of how to report sickness absence is available on the Human Resources website.

Disciplinary Grievance and Capability Procedures

Termination and Retirement

- 14.1 This appointment will terminate on the end date specified in your letter of appointment but may be terminated earlier by either party giving appropriate written notice. If you are employed as a Lecturer, Senior Lecturer, Reader or Professor, the notice period is six months (three months if termination is prior to confirmation of probation). For all other appointments, the notice period is three months.