**Clergy Sickness**

**For those in stipendiary diocesan appointments**

1. You should self-certify any sickness of a full day or more, up to seven days, i.e. keep a record of this. You do not need to submit this record to the diocese unless requested.
2. If you have been unable to work for more than SEVEN consecutive days please
   1. inform the [Senior Chaplain to the Bishop of Ely, who can be contacted via this page](https://www.elydiocese.org/about/leadership/the-bishop-of-ely/). (who will share the information with other senior colleagues as needed).
      1. including a copy of your doctor’s medical certificate (“fit note”) [you keep the original]
      2. and also a formal claim for Statutory Sick Pay using the form SC2 available on line at https://www.gov.uk/government/publications/statutory-sick-pay-employees-statement-of-sickness-sc2\*
   2. inform your Rural Dean so they can offer pastoral support and assist you in finding cover. Please make all reasonable endeavours to make arrangements for your duties to be performed by another person during any period of absence.
3. And, please, do not forget to let the Chaplain also know when you are better and back to work.

\* You will, however, continue to receive your full stipend for the first SIX MONTHS of your absence from work. After that point discretionary arrangements apply. You may be eligible for Government ESA benefit. (Note that this depends on your having registered an SSP claim as above.)

**Those employed by other bodies**

1. Please follow the requirements of your employer.
2. Please also let the Bishop’s Chaplain know of any significant illness so that pastoral support can be offered.

**Financial and other assistance** of various kinds is available to support clergy when they are ill. Information is available via the Chaplain.

*Please see the Clergy Terms of Service Regulations for further detail: this note is intended to give a quick guide to the most usual circumstances.*

February 2018