****

**IGS PAID SICK LEAVE FORM**

To request paid sick leave of up to 28 calendar days please submit only the form below.

Medical evidence that covers the period of absence must be included with the request. You can self-certify for the first 7 days of an absence provided that medical evidence is submitted from day 8 onwards.

If the absence specifically relates to a previously disclosed disability, covered by an active Schedule of Adjustment, additional medical certification is not required to be provided.

To request paid sick leave of 29 calendar days or more please submit the below form AND an Authorised Interruption to Study (AIS) request via the normal IGS process. <https://web.inf.ed.ac.uk/infweb/student-services/igs/phd/programme-changes/interruption-of-study>

When your request has been processed, you will receive a notification email to your University of Edinburgh email address regarding the outcome of the sick pay request

Where an AIS has been requested, you will receive notification that the AIS has been approved and your extended programme end date will show in your EUCLID record.

You must inform your academic supervisor of any period of absence. This is in addition to completing the Sick Pay Form. The IGS may arrange a meeting with you when you return, to ensure that you are fit for study or to see if you require any further advice or support from Student Support Services.

All queries should be sent to the Informatics Graduate School - igs@inf.ed.ac.uk

|  |  |
| --- | --- |
| **University UUN:** |  |
| **Forename:** |  |
| **Surname:** |  |
| **University Email:** |  |
| **Programme of study:** |  |
| **Primary supervisor:** |  |
| **Enter a brief description of your illness and reason for submitting this form** |
|  |
| **My sick leaves starts on (dd/mm/yy):** |  |
| **My sick leaves ends on (dd/mm/yy):** |  |
| *Retrospective sick pay requests are not accepted* |
| **I expected to resume my PGR studies on (dd/mm/yy):**  |  |
| Please attach your supporting medical certification**.**Accepted medical certification includes:* A fully completed and signed NHS Fit Note Med 3 form, which meets the requirements stated below (preferred); or
* A signed letter on headed paper from a relevant certified medical professional, which meets the requirements stated below.

Evidence must be signed (electronic signatures are accepted), in English, cover the entire duration of the period of sick leave (less the first week, where self-certification will be accepted) and must explicitly state that you are medically unfit to study as well as the start date and duration of the sickness absence.Sick pay will not be paid without the appropriate medical evidence. It is a student’s responsibility to obtain medical certification that meets the specific requirements as noted above. The IGS will not contact GPs/medical professionals on a student’s behalf. |
| **Please select your current stipend funding source:**UKRI funded scholarship [ ] EPSRC funded scholarship (incl. DTP, CASE, ICASE and NPIF awards) [ ] School of Informatics funded scholarship [ ] Other School funded scholarship [ ] Industry funded or research grant scholarship[ ] EPSRC DTA, CASE or ICASE scholarshipOther [ ] I don’t know [ ]  |
| Please tick to confirm you understand that you are obliged to repay any maintenance grant received during the period of sick leave should you fail to return to your studies and submit your thesis [ ]  |
| Please tick the box to confirm you that you are the named person submitting this form [ ]  |
| Signature of student: Date: |

**This request requires both academic approval and budget holder approval from the appropriate budget holder.**

|  |
| --- |
| **Academic approval**Deputy Director of IGS and / or CDT Director |
| **Budget approval**Signature of CDT Portfolio Manager (UKRI and School-CDT funds)OrSignature of IGS budget holder (ISS, School-IGS and EPSRC DTA funds)OrSignature of Industry funding or research grant Portfolio Manager  |

***Privacy notice:*** *The data on this form will be used to verify your identity and used to process your claimed period of absence. It will be held securely for the duration of your studies. We will send you the outcome of the request to your University of Edinburgh email account only (we will not communicate via personal email addresses). We will store the fact that you have requested this period of leave to ensure our records are correct. We will not use the data for any other purpose.*

*The University of Edinburgh is the Data Controller of any information you have entered on this form and is committed to protecting the rights of individuals in line with Data Protection Legislation. The University’s Data Protection webpages provide further information on your rights and how the University processes personal data.*