

SORREL YOUTH CAFE
Sickness Absence and Pay Rules

Policy History	
V1	Agreed Committee Meeting 28 Sept 10
Next Review	Sept 2011

You are entitled to Statutory Sick Pay (SSP) if you are absent from work because of sickness. A summary is given in Section 3

1. NOTIFICATION OF ABSENCE DUE TO ILLNESS OR INJURY

1.1 When you are absent due to sickness you must do the following:

- On the first day of sickness absence: contact your line manager (*or* another member of the Management Committee if the line manager is not available) by 11.00 am; give the reason for your absence and indicate the likely date of your return to work.
- Keep your line manager informed on a regular basis.
On the fourth day of sickness absence: contact your line manager (*or* another member of the Management Committee if the line manager is not available) by 11.00 a.m. as in (i) above.
- On the eighth day of sickness absence: contact your line manager by 11.00 a.m. Obtain a medical certificate from your GP or a hospital doctor and send it to the Line Manager within two working days.
- Continue to send in consecutively dated medical certificates as necessary and keep your line manager informed on a regular basis.
- On your return to work you must see your line manager and complete a return to work form. This should be done on your first day back at work, or as soon as possible thereafter.

1.2 Failure to follow these steps will jeopardise your entitlement to sickness payment under the Statutory Sick Pay scheme.

1.3 The Project Manager will:

- Notify you if Statutory Sick Pay is not being paid and why.
- Notify you if you are excluded from Statutory Sick Pay and that you should apply for Employment and Support Allowance.
- Keep records of all sick leave taken and administer sick pay.

3. STATUTORY SICK PAY - SSP

3.1 The Charity is responsible for making SSP payments for any period (or 'linked' period) of incapacity for work:

- which lasts for **4** calendar days or longer;
- up to a maximum of **28** weeks;
- where linking occurs - if there are **8** weeks (**56** calendar days) or less between two such absences;
- no linked period can run for more than **3** years.

3.2 To qualify for SSP

Staff must follow the notification rules detailed in 1.1 above.

3.3 SSP Rules

3.3.1 SSP becomes due when a spell of sickness lasts **4** calendar days or more.

3.3.2 It is only payable for those days agreed as "qualifying days". For the Charity's full-time staff this is Monday to Friday, and for part-time staff the days normally worked. Qualifying days cannot be defined by reference to the days of sickness.

3.3.3 SSP is not paid for the first **3** qualifying days of a spell of sickness - these are called "waiting days" (wd). If two or more periods of sickness link there is only one set of waiting days.

3.4 Examples

3.4.1 If a member of staff was off sick from Friday to Wednesday:

Fri	Sat	Sun	Mon	Tues	Wed
<i>wd</i>	-	-	<i>wd</i>	<i>wd</i>	<i>SSP paid</i>

These are more than 4 calendar days of sickness so SSP rules apply. The first three qualifying days are waiting days. SSP is paid for the Wednesday.

3.4.2 If the absence was longer, for example, Thursday to Wednesday:

Thur	Fri	Sat	Sun	Mon	Tue	Wed
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wd wd - - wd SSP SSP paid

These are 7 calendar days of sickness so SSP rules again apply. The first three qualifying days are waiting days; Saturday and Sunday are not qualifying days; thus SSP would be payable for the Tuesday and Wednesday.

3.5 SSP Rates

3.5.1 There is a weekly rate of SSP which normally changes every April. The daily rate is the weekly rate divided by the number of qualifying days.

4. People Excluded from SSP Payments

4.1 These include staff:

- earning less than the lower weekly earnings limit for NI;
- who have had a previous claim for certain state benefits in the period of 57 days immediately before the first day of incapacity.

5. GUIDANCE NOTE ON SICKNESS IMMEDIATELY BEFORE OR DURING ANNUAL LEAVE

5.1 If you fall ill immediately before an agreed period of annual leave you must follow the normal sickness reporting procedure as stated in your contract/- and the sickness absence policy/sickness absence rules. If you do not report your illness it cannot count as sickness absence.

5.2 If you become ill while you are on agreed annual leave, you must follow the normal sickness reporting procedure. If you do not report your illness it cannot count as sickness absence.

5.3 If you are abroad when you fall sick you will only be able to claim sick leave in lieu of annual leave if you provide a medical certificate issued by a local doctor or hospital.

HM Revenue and Customs has an overview to statutory sick pay with links to further information, available from

www.hmrc.gov.uk/payee/employees/statutory-pay/ssp-overview.htm