

Policy Info Pages

Contractual Sick Pay

The organisation operates the following guidance in relation to employees' eligibility for contractual sick pay.

An employee will not be entitled to contractual sick pay if:

- the employee has not yet been employed for a continuous period of at least six months or is within an extended probation period (notified in writing) at the start of absence;
- has not worked normally for 28 days prior to the commencement of their incapacity to work;
- the employee fails to comply with the notification and certification requirements imposed by the organisation;
- the employee refuses to attend a medical examination at the reasonable request of the organisation;
- the employee's incapacity has been caused by participation in sports or dangerous activities;
- the employee makes or produces any misleading or untrue statement or document concerning his/her fitness to work;
- disciplinary proceedings are pending against the employee;
- the employee has an unspent sanction in relation to the formal absence management procedure;
- an employee is undergoing elective surgery.

Other areas of guidance in relation to contractual sick pay are:

- Where medical advice has recommended a phased return to work, contractually, employees will be paid for hours worked only (normally on a half day basis).
- An employee who returns to work following a long term absence of less than 12 months on reduced hours is entitled to the same pay and benefits (on a pro rata basis).
- While it is the organisation's normal practice to maintain salary during an employee's absence on account of sickness or injury, any such payments are discretionary and are not paid as a right. Accordingly, the organisation may, at its entire discretion, elect not to pay any salary during sickness absence, or to reduce or discontinue payments at any time during an employee's sickness absence after giving not less than two weeks' notice of its intention to do so.
- Payment of salary during sickness absence is in any event conditional on proper adherence to the organisation's sickness reporting procedures.

Payments

- The first day of absence is not paid.
- Your sick pay entitlement is stipulated in your Principle Statement and is calculated accordingly.
- Sick pay entitlement works on a 12 month rolling basis in line with HR Software.
- If you leave work part way through the day, you will not be paid for the remanding time of the day not worked, if you leave after the lunch period you will not be paid for a half day period.
- if you leave before lunch you will not be paid for that day and will be counted as the first day of sickness absence;
- A full working day = the number of hours you are contracted to work on the day of absence.
- All payments are subject to deductions for income tax and national insurance in the normal way.