



STAFF SICKNESS PAY POLICY

INTRODUCTION

Blackdown Support Group will pay Statutory Sick Pay (SSP) to eligible employees as a minimum, but in some circumstances Blackdown Support Group Occupational Sick Pay Scheme may be payable.

SSP

Details of the SSP scheme and employee's eligibility are available on request or can be found on www.direct.gov.uk. SSP is paid through the normal payroll in the same way as wages. It counts as normal pay and is subject to deductions of Income Tax, Class 1 NIC, pension contributions and any other lawful deductions.

Other State Benefits. If you are not eligible to receive SSP, or have received all the SSP to which you are entitled, you may still be eligible to receive other State benefits. However if we are paying you sick pay you will need to inform us of any State benefits you may be receiving as this may affect the SSP payable.

Qualifying Days. We have agreed that the qualifying days for SSP are Mondays to Fridays (five qualifying days in each week). In line with SSP rules, if you are eligible for SSP you will not be paid for the first three qualifying days you are absent but you will be paid SSP for the fourth and subsequent qualifying days.

OCCUPATIONAL SICK PAY SCHEME

The Blackdown Support Group will pay an employee's full salary for a period of up to 3 months. Sick pay in excess of SSP is made at the discretion of the Board of Trustees. It is based on the guidance shown in the table below. This guidance is primarily based upon length of service measured in complete years of service.

The entitlement listed is over a given period of twelve months beginning with the first day of absence. A new entitlement does not begin until twelve calendar months from that date and following one month of unbroken attendance (excluding annual leave). Once any enhancement period expires, payments will revert to SSP while SSP is still due. Please note that if we are paying you enhanced sick pay you cannot receive SSP in addition. Our liability to pay you SSP will be discharged if we are paying you more than the SSP due.

PERIOD	PAY
Probationary periods and notice periods.	<ul style="list-style-type: none"> • 1 week on full pay. • Thereafter SSP.
First year of service	<ul style="list-style-type: none"> • 4 weeks on full pay. • And 4 weeks on half pay.
Second year of service	<ul style="list-style-type: none"> • 6 weeks on full pay. • And 8 weeks on half pay.
Third year of service	<ul style="list-style-type: none"> • 8 weeks on full pay. • And 12 weeks on half pay.
Fourth and fifth years of service	<ul style="list-style-type: none"> • 10 weeks on full pay. • And 16 weeks on half pay.
After five years of service	<ul style="list-style-type: none"> • 12 weeks on full pay. • And 20 weeks on half pay.

EXCEPTIONS

Within the terms of this scheme the Blackdown Support Group reserves the right to withhold the enhanced pay above SSP in the following circumstances:

- i. Absent staff member acts in a way which does not promote their return to health or acts in ways inconsistent with being absent from work on medical grounds.
- ii. Absence is brought about by involvement in high risk activities such as certain sports or leisure pursuits.
- iii. Absence is due to addictions or activities which cause a health risk, where no attempt has been made to rehabilitate or to seek help.
- iv. Absence arising from employment other than by the Blackdown Support Group.
- v. The staff member's sickness record is considered excessive.

These cases will be dealt with on an individual basis and, particularly where the illness is not physical, support will be provided. The trustees recognise that ill health can have a variety of causes.

Review Date: December 2016

Approved by Committee on: 14 February 2017

Signed by Chairman: Sarah Folland

Next Review Date: