

## Human resources

# Sick Pay Policy

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## Occupational Sick Pay

Occupational sick pay entitlement effective from **28 April 2014**.

Employees appointed prior to 28 April 2014 will receive occupational sick pay of, 6 months full pay and 6 months half pay up to a maximum of 12 months sick pay in a 4 year rolling period.

Employees appointed into the Civil Service on or after 28 April 2014 will receive occupational sick pay increasing by length of service as set out in the table below, up to a maximum of 10 months sick pay in a four year rolling period.

Length in Civil Service	Entitlement
During 1 <sup>st</sup> year of service	1 month full pay and 1 month half pay
During 2 <sup>nd</sup> year of service	2 months full pay and 2 months half pay

During 3 <sup>rd</sup> year of service	3 months full pay and 3 months half pay
During 4 <sup>th</sup> year of service	4 months full pay and 4 months half pay
After 4 years of service	5 months full pay and 5 months half pay

Employees in post prior to 28 April 2014, who are successful in securing a post on promotion to or within the SCS on or after that date, will receive sick pay in line with their length of service as described above. The maximum they will receive is 5 months full pay and 5 months half pay, up to a maximum of 10 months sick pay in a four year rolling period.

Employees appointed into the Civil Service on or after 28 April 2014 who are subsequently promoted within Defra will continue to earn entitlement to occupational sick pay as set out in the table above, up to a maximum of 10 months sick pay in a four year rolling period.

All previous sickness absence in the Civil Service will continue to be taken into account when calculating entitlement to sick pay.

Only service which is reckonable for pension purposes is taken into account when calculating occupational sick pay entitlement.

## **Statutory Sick Pay**

### **General**

Employers on behalf of the Department of Work and Pensions normally pay Statutory Sick Pay (SSP) for the first 28 weeks of absence. However, the Departmental sick pay that you receive goes towards discharging Defra's liability to make payments under the Statutory Sick Pay scheme, and if you are in receipt of full pay while you are on sickness absence, you will not receive any additional sums. If you are receiving half pay, or sick pay at pension rate, Defra will pay you any additional sums, which you may be due under the terms of the Statutory Sick Pay scheme, up to the limit of full pay.

### **Qualifying Days**

Under the Statutory Sick Pay scheme, SSP is only payable in respect of those days defined as "qualifying days". In this Department, the "qualifying days" are normally Monday to Friday (although Saturday and Sunday will count as "qualifying days" if your conditioned hours include these days). In the case of shift workers whose conditioned hours are allocated to five shifts, the "qualifying days" will be the five days on which your conditioned shifts are worked.

## **Sickness Abroad**

If you are taken ill whilst outside the European Community (EC) or while travelling to a country outside the EC (whether on official business or for personal reasons), you will not receive Statutory Sick Pay (SSP).

## **Re-employed Pensioners**

If you are a re-employed pensioner, except where a period of incapacity for work begins, or links to one that begins, before state pensionable age, you will not be entitled to Statutory Sick Pay (SSP).

## **Incapacity Benefit**

If you are not entitled to Statutory Sick Pay, SSCL will send you the relevant form SSP1, which you will need to fill in if you wish to claim Incapacity Benefit from the Department of Work and Pensions. However, you must still send SSCL a completed certificate of incapacity. They will take a copy and either return it to you, or send it to your local Department of Work and Pensions office (if you inform them of the address).

## **Statutory Maternity Pay**

You will not qualify for Statutory Sick Pay (SSP) or for departmental sick pay if you are sick while on Statutory Maternity Pay or paid maternity leave. The Maternity Leave section explains eligibility for SSP whilst on unpaid maternity leave.

## **Adjustments of pay to take account of benefits**

If you are not eligible, or have exhausted your maximum entitlement to Statutory Sick Pay (SSP), you may claim benefits from the Department of Work and Pensions. You must forward the benefit notification statements to the HR Service Centre. Your sick pay will be adjusted to ensure that the sum of benefits plus sick pay does not exceed ordinary pay.

Any benefit payable for a Saturday occurring at the end of a period of sickness absence which is not covered by the final doctor's certificate will be deducted from pay.

If you have not claimed the full benefit to which you are entitled, the full deduction will still be made unless the Department is satisfied with the explanation given. If the Department is in doubt about your exact entitlement, a provisional deduction may be made. As Social benefits are not payable for less than a full day, a deduction for benefit will not be made for part-day sickness absences.

If you receive Employment and Support Allowance or Incapacity Benefit, your salary may be adjusted so that you do not receive a total sum that is more than full pay.

No adjustments will be made:

- if you are a re-employed pensioner reverting to pension during sickness absence
- if you are not entitled to benefit
- for disability benefits except as set out in the guidance on Sick Pay - Illness, Injury and Accident at Work

- Special hardship allowance, incapacity benefit for the incapacity of your wife or dependants, maternity grant or death grants

Your sick pay as a part-timer will be subject to the same provisions for adjustment as that for a full timer, except that no deduction will be made for any benefit where you produce a certificate from another employer stating that they will be deducting the amount of benefit.

### **Injury/Accident**

Statutory Sick Pay will be paid in all cases where you are eligible for it.

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