



Trade Remedies
Authority

Trade Remedies Authority
Premier House
60 Caversham Road
Reading
RG1 7EB

Ref: Fol 07 -25/26
Date: 06 August 2025

Freedom of Information: Sick Pay Policies

Thank you for your email of 18th July 2025 to the Trade Remedies Authority (TRA) in which you requested copies of all current sick pay policies applicable to employees of the organisation. You specifically asked for:

- Copies of any documents, handbooks, or guidance outlining entitlement to sick pay (including occupational sick pay schemes).
- Details of eligibility criteria, rates of pay, and duration of sick pay entitlement.
- Any separate policies or variations that apply to different staff groups, grades, or types of employment (e.g., permanent, temporary, agency, or casual workers).

Under the Freedom of Information Act 2000 ('the Act'), you have the right to:

- know whether we hold the information you require
- be provided with that information (subject to any exemptions under the Act which may apply).

I can confirm that the TRA has a sick pay policy applicable to employees and a copy of this is attached.

Appeals procedure

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original request and should be addressed to Knowledge and Information Management:

Knowledge and Information Management
Trade Remedies Authority
Premier House
60 Caversham Road
Reading
RG1 7EB

Email: InformationRights@traderemedies.gov.uk

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Yours sincerely,

Information Rights

Trade Remedies Authority

E: InformationRights@trade.remedies.gov.uk