

Statutory Sick Pay

1 Introduction

The Club recognises that from time to time a member of staff may not be fit for work due to illness or injury. Every effort will be made to support staff in such circumstances. Staff are encouraged to discuss any problems with the Managers so that consideration and support can be given as appropriate to the circumstances of the illness.

Sickness benefit will be paid via Statutory Sick Pay.

2 Statutory Sick Pay (SSP)

Only those paying National Insurance contributions from their salaries are eligible for SSP. Anyone over 65 years of age or earning less than the NI lower earnings limit will not be eligible for SSP. If you do not pay NI you may be able to obtain State Incapacity Benefit and will be given the appropriate form by the Club in order to do so. Any benefit received will be deducted from your salary.

SSP is not payable for the first three qualifying days or 'waiting days' in any period of incapacity for work.

Each day of the week is a 'qualifying day' for SSP purposes.

For the first 28 weeks of any sickness-related absence from work in any fiscal year (6 April in one year to 5 April in the next), the Club is responsible for paying Statutory Sick Pay (SSP). If after three months on sick leave you are still employed by the Club and are eligible for SSP, it will be paid to you up to the 28 weeks for which this benefit can be claimed.

PAYE (tax) and National Insurance contributions are deducted by the Club from SSP payments.

If you are ill for more than 28 weeks and are still employed by Falkirk Football Club, you may be eligible to claim State Incapacity Benefit and a form will be given to you on which to do so.

3 Notification Procedure

As part of the SSP scheme, employers are required by law to keep very detailed records open to inspection by the DSS. It is very important that you notify your manager as soon as you become ill so that any cover can be arranged and so that the detailed records required by law can be kept.

You are asked to fill in a self-certification form (SC2), issued by the DSS and available from GPs or the DSS on the fourth day of illness. This should be sent or given to your manager.

If you are ill for more than five days, you must see your doctor, and if you are certificated sick, notify your manager and give the certificate to him / her. A doctor's certificate may be required at regular intervals, should you be off sick for a lengthy period of time. When you are ready to return to work, notify your manager to ensure that records are maintained and arrangements made.

To summarise the procedure when you are ill:

- Advise your line manager immediately.
- Complete and send the self-certificate (form SC2) to the appropriate person on the fourth day of illness.
- Send a doctor's certificate after five days' illness and at appropriate intervals if sick for a prolonged period.
- Notify the appropriate person immediately you are ready to return to work. Under SSP regulations, your qualifying days of sickness will be the days of the week you are away sick on which you would normally be expected to work, even if your work pattern varies (e.g. you work Monday, Tuesday, Wednesday one week, and Wednesday, Thursday, Friday the next).

Employees excluded from SSP must follow the rules regarding notification of absence and return to work. The Club is required to keep records for all its employees which must indicate the dates of each period of sickness absence reported and those dates when SSP was not paid and the reasons why.

If you leave Falkirk Football Club's employment whilst still receiving SSP, you will be given the appropriate SSP form (SSP (L)) to hand to a new employer (or the DSS if you do not start another job and want to claim Sickness Benefit).

4 The Club's Own Sick Pay and Leave Policy

In addition to SSP, staff who have completed their six months' probationary period are entitled to leave and payment on the following scale:

<u>Period of Employment</u>	<u>Number of Working Weeks at:</u>	
	Full pay include SSP	Half pay include SSP
0-6 months	Nil	Nil
over 6 months	4 weeks	8 weeks

If your illness/injury is longer than the periods allowed for SSP or the Club's scheme, you may be able to take unpaid leave. The Club may, however, have to consider terminating your employment on grounds of ill health.