



BRADLEY DEMOLITION

Occupational Sick Pay Policy

Introduction: Occupational Sick Pay Scheme

Salaried Staff - when you are unavoidably absent by reason of sickness, you shall be entitled to be paid your normal rate of pay at that time for the following periods during each 12-months commencing with the anniversary of your commencement date (any periods of absence within each year being aggregated):

Length of service Period of normal pay
Less than 1 year 5 qualifying day's full pay
Over 1 year 20 qualifying day's full pay

Hourly Paid / Seasonal Staff - Bradley Demolition LTD does not remunerate seasonal members of the team who are off work due to sickness. In these cases Statutory Sick Pay (SSP) will apply if eligible.

Points to note for all staff:

- a. if you are eligible to receive SSP your sick pay shall include the amount of SSP to which you are entitled for the relevant period of absence. SSP is paid in accordance with the rules laid down by the Department of Social Security from time to time and your qualifying days for SSP are such days as you may be working at that time;
- b. if for any reason you cannot come to work, you must report that fact to your line manager as soon as practicable and not later than 9.30am that day, and on your first day back at work you should complete a Self-Certification Form and pass it to your line manager;
- c. if you are absent due to illness for more than seven (7) consecutive days, you shall furnish your line manager with a Medical Certificate from your doctor - in cases of prolonged illness, you must contact your line manager on a weekly basis and submit a Medical Certificate to cover all periods of absence over seven (7) consecutive days; failure to keep in contact with your line manager will be regarded as a disciplinary matter;
- d. should you give a false Certificate as stated above, with the intention of obtaining SSP or sick pay to which you are not entitled, you may be dismissed summarily;
- e. if your level of attendance due to ill health gives cause for concern we have the right to request that you be examined by either your own doctor or a doctor appointed by us and to request a medical report subject to the provisions of the Access to Medical Reports Act 1988; should you be absent from work for fewer than five (5) working days at frequent intervals, the Company has the right to require that you obtain a Doctor's Certificate for each and every absence;

f. there is no entitlement to sick pay if you have failed to comply with any or all of the conditions stated above, or if you have given a false certificate, and you hereby authorise recovery by deduction from your pay of the amount of any sick pay, including SSP, paid to you in such circumstances;


g. in the event of you being off work as a result of injuries sustained in circumstances in which another person or persons may be held responsible and in the event of you pursuing and being successful in any claim for damages against the person(s) responsible, you shall be bound to refund to us such sum as may have been paid to you by way of salary during the period of incapacity;

h. both sick pay and SSP are payable for your own personal sickness only;

i. if you become ill during a holiday, you are not entitled to retake any part of your holiday at a later date; however, if you are taken ill prior to going on holiday then you will be able to cancel that holiday and retake it at a later date provided that the Company Manager is informed and a medical certificate submitted.

j. If you are aware that you will not be available for work due to a forthcoming planned absence e.g. hospital procedure, you should advise your manager asap

Routine appointments such as doctors, dentist or hospital should be taken in your own time or, with the agreement of your line manager at the start or end of the working day. Such time taken to be made up at a later point.

Signed: 
Karen Johnson – Director
Date: 07/12/2022