



Triple C
(Liverpool)

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SICK PAY POLICY

Policy Adopted	January 2022
Last Reviewed	January 2025
Next Review Due	January 2028

Date	Reviewed by	Approved by	Date Accepted by Trustees
January 2022	Operations Manager	Policy Review Committee	31/01/2022
September 2024	Operations Manager – an additional sentence	Trustees	
December 2024	Operations Manager and Chair of Trustees	Policy Review Committee	27/1/2025

1. SCOPE

This policy applies to all Triple C (Liverpool) employees. Triple C (Liverpool) will hereafter be referred to as Triple C.

2. PROCEDURES

- i. Compliance with notification requirements as outlined in the Triple C Sickness Absence Policy will secure payment of normal basic salary, referred to as Contractual Sick Pay, in accordance with below.
- ii. The Contractual Sick Pay qualifying periods for sick leave are calculated on a sliding scale, dependent upon length of service [*pro rata if part-time or for a fixed term shorter than one calendar year*], as shown in the table below:

<u>Qualifying Period</u>	<u>Full Pay</u>	<u>Half Pay¹</u>
During first 3 months' service	nil	nil
Between 3 and 12 months' service	Two weeks	nil
After completing 12 months' services	Four weeks	Two weeks
After completing 2 years' service	Six weeks	Two weeks
After completing five years' service	Twelve weeks	Four weeks

Unless sick pay is defined within the employee's terms and conditions of employment, Contractual sick pay is paid at our discretion and we may amend or withdraw the scheme at any time.

- iii. During any periods outlined above as nil pay, and in the instance that the period of absence should exceed the limits for contractual sick pay outlined above, the employee will be entitled to Statutory Sick Pay (SSP) for a maximum of 28 weeks, subject to eligibility. Please note SSP is currently not payable for the first 3 days, known as waiting days, further details available on website. (See www.gov.uk/statutory-sick-pay) Contractual sick pay is inclusive of any SSP.
- iv. If the period of absence exceeds that entitling the employee to SSP, the employee might be able to claim Employment and Support Allowance (ESA), Personal Independence Payment (PIP), Universal Credit, and other benefits.
- v. This payment is made only once in any rolling 12-month period². The 12-month period being taken into account commences from when you return to work from your last episode of long-term sickness.
- vi. You will be informed when your contractual / SSP pay is coming to an end.
- vii. **Absence due to Injury** In the unfortunate event that you shall be incapable of attending to your duties by reason of injury sustained wholly or in part as a result of actionable negligence, nuisance or breach of statutory duty on the part of a third party, all payments made to you by Triple C under this policy, shall to the extent that compensation is recoverable from the third party, constitute loans by Triple C to yourself which shall be repaid when and to the extent that you recover compensation for loss of earnings from the third party by action or otherwise.
- viii. **Unpaid sickness.** Employees who are not eligible for SSP or for payments under this policy will take that period of sickness as unpaid. No basic pay shall be made. Employee's annual leave entitlement will only accrue at their statutory entitlement under the Working Time Regulations 1998, i.e. pro rata up to a total

¹ If half pay is less than SSP, equivalent of SSP will be paid.

² Sickness entitlement is calculated on a rolling year basis. A rolling year is the year immediately preceding the start of a period of sickness. For example, if sickness absence commenced on 4 September 2021 then sickness entitlement is calculated on the amount of sickness absence taken since 4 September 2020.

of 28 days per annum. This includes public holidays. Unauthorised absences will be dealt with via the disciplinary procedure.

- ix. Holidays are accrued throughout all sick absence periods.
- x. The Triple C Board / Chair of trustees, have the ability to apply discretion above these levels shown above in exceptional circumstances.
- xi. All absences will be recorded by the Operations Manager and responded to in accordance with the Triple C Sickness Absence policy.