

## **VIAMED Ltd**

### **Company Personnel Manual**

#### **Section 41. Statutory Sick Pay (SSP)**

The company is obliged to pay SSP, to all eligible employees, for periods of absence of four days or more, for a total of 28 weeks in one PIW (period of incapacity for work).

Your entitlement to SSP depends on:

- a. The number of days sickness – there is no entitlement for the first three qualifying days;
- b. Proper notification to the company of your absence through sickness (which you must do before the end of the first qualifying day) and;
- c. Proper provision of medical certificates, i.e. self-certificate for the first seven days of illness, and a doctor's certificate thereafter.

Your qualifying days for SSP are those you normally work, i.e. Monday to Friday inclusive.

The Company currently does not provide company sick pay.

#### **Current rate of SSP:**

All employees who earn £??.?? per week (the lower earnings limit) or more, are entitled to receive a standard weekly rate of £??.?? from ??/??/??

#### **Calculations of earnings regarding SSP:**

To calculate your earnings, the payment made on the last day immediately before the period of incapacity to work, should be added to the payment made on the pay day preceding that one, and the resulting figure multiplied by 6 and divided by 52, to give the appropriate weekly rate.

## Entitlement to Sick Pay:

