



**APRIL COMPLETE CARE SOLUTIONS LTD
(The “Company”)**

SSP

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Statutory Sick Pay (SSP) Policy and Procedure

1. Purpose

This policy outlines the entitlement and procedure for claiming Statutory Sick Pay (SSP) in accordance with UK legislation. It ensures that employees are aware of their rights and responsibilities when absent due to illness.

2. Scope

This policy applies to all employees of April who meet the qualifying conditions for SSP.

3. Eligibility

Employees may be eligible for SSP if they:

- Have average earnings at or above the Lower Earnings Limit (LEL) set by HMRC.
- Have been off work due to illness for **at least four consecutive calendar days** (including weekends and non-working days).
- Have notified April in accordance with the procedure outlined below.

Employees are **not eligible** for SSP if they:

- Have already received the maximum amount of SSP (28 weeks) in a period of sickness.
- Are receiving Statutory Maternity Pay (SMP) or Maternity Allowance.
- Are in certain categories of employment excluded from SSP (e.g. armed forces, prisoners, etc.).
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4. Notification Procedure

To qualify for SSP, employees must:

- Notify their line manager **as soon as possible on the first day of absence**, preferably before the start of the working day.
- Provide details of the nature of the illness and expected return date.
- Keep the company informed regularly during longer periods of absence.

Failure to notify absence within **seven days** without good reason may result in SSP being withheld.

5. Evidence of Incapacity

- For absences of **7 calendar days or fewer**, employees may self-certify using the company's Self-Certification Form.
- For absences **longer than 7 calendar days**, employees must provide a medical certificate (fit note) issued by a GP or relevant healthcare professional.
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6. Payment Details

- SSP is paid at the **standard weekly rate** set by HMRC, which may be updated annually.
- Payment begins on the **fourth qualifying day** (after three "waiting days").
- SSP is subject to tax and National Insurance deductions.
- The company will pay SSP through the normal payroll process.

April does not operate a separate company sick pay policy.

7. Return to Work

- Employees are required to inform their manager of their return date in advance.
- A **return-to-work meeting** may be held to discuss the employee's health, any adjustments required, and to update on work-related matters.
- If the employee is certified as fit to return with adjustments, these will be considered under the company's duty to make reasonable adjustments.

8. Long-Term Sickness

Where an employee is absent due to long-term illness, the company will maintain contact and may request medical assessments. Reasonable adjustments may be explored in accordance with the Equality Act 2010 if the employee is considered disabled.

9. Record Keeping

April will maintain accurate records of all sickness absences, notifications, certifications, and payments for HMRC purposes.

10. Abuse of Policy

Misuse of this policy or providing false information may result in disciplinary action under the Company's Disciplinary Procedure.

11. Review and Monitoring

This policy will be reviewed annually or in line with changes to relevant legislation.