

Purpose

This policy sets out the entitlement to Statutory Sick Pay (SSP) for Temporary Workers engaged by the Company and the procedures to follow in the event of sickness absence.

Scope

This policy applies to all Temporary Workers engaged via PAYE who are on an active assignment with the Company.

Eligibility for SSP

Temporary Workers may be entitled to SSP where they meet the following criteria:

- You are genuinely incapable of work due to illness
- Your sickness absence falls on days you were scheduled to work during an active assignment
- You are below State Pension age
- You are engaged and paid through PAYE
- You have not already received SSP for 28 weeks (including linked periods of sickness)
- You are not in legal custody or serving a custodial sentence at the time your sickness begins
- You are working in the UK when your sickness starts

There is no minimum earnings requirement for SSP and is payable from the first qualifying day of sickness.

For the purposes of SSP, only periods where you are on an active assignment qualify. SSP is not payable between assignments.

Notification Requirement

If you are unable to attend work due to illness, you must:

- Notify your Search Consultant **before your expected start time** on the first day of absence
- Provide details of the reason for absence and expected duration
- Maintain regular contact throughout your absence
- Inform your Search Consultant of your expected return-to-work date

Failure to follow notification procedures may result in SSP not being paid.

Evidence of Absence

- For absences of up to seven calendar days, you must complete a self-certification form: [Ask your employer for Statutory Sick Pay - GOV.UK](#)
- For absences of more than seven calendar days, you must provide a valid Fit Note issued by a GP or other qualified healthcare professional

- Continued absence must be supported by ongoing Fit Notes where applicable

Payment of SSP

- SSP is paid in accordance with statutory rates set by the UK Government
- Payment is made via payroll on the normal pay cycle
- SSP is subject to deductions for tax and National Insurance contributions

Duration of SSP

SSP is payable for a maximum of 28 weeks in any period of incapacity for work, including linked periods of sickness (periods separate by 8 weeks or less).

When SSP is Not Payable

You will not be entitled to SSP in the following circumstances:

- You are not on an active assignment
- You do not meet the eligibility criteria outlined in this policy
- You fail to follow the notification or evidence requirements
- You are receiving Statutory Maternity Pay (SMP) or Maternity Allowance (MA)

End of SSP Entitlement

If you are not eligible for SSP, or your SSP entitlement comes to an end, the Company will issue you with an SSP1 form.

This form enables you to apply for alternative financial support, such as Universal Credit or Employment and Support Allowance.

Please do not hesitate to reach out to your Search Consultant should you have any questions regarding this policy.