**COVID - 19**

**INFORMATION FOR CONTRACTED PERSONAL ASSISTANTS**

**SICK PAY (if the personal assistant is ill or has to self-isolate)**

Sick Pay & Statutory Sick Pay

If you become ill and are unfit for work you must let the Employer know as soon as possible, to allow for other arrangements to be made.

The entitlement to contractual sick pay **is based on the funding your employer receives and** the table below if applicable: **Contractual sick pay will be for a MAX OF 4 WEEKS FROM THE START OF THE 1ST ILLNESS IN ANY YEAR**. You must be earning over the lower earnings Level *(LEL)* level per week to be entitled.

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| --- | --- | --- |
| Service at the commencement of absence from duty | Period of Entitlement  \*SDS FUNDED ONLY\* | ILF FUNDED |
| Less than 1 years’ service | SSP - *If not eligible, an SSP1 form can be given* | SSP ONLY |
| 1 year but less than 2 years | Full salary for up to 2 weeks *then SSP for the remainder of absence* | SSP ONLY |
| 2 years but less than 3 years | Full salary for up to 3 weeks, *then SSP* | SSP ONLY |
| 3 years but less than 4 years | Full salary for up to 4 weeks, *then SSP* | SSP ONLY |

Once contractual sick pay is exhausted Statutory Sick Pay *(SSP)* will be payable to any employee whose earnings exceed the lower earnings limit.

Absence due to sickness should be notified to the Employer ASAP by telephone and not a text, preferably 6 hours before the start of the shift.

If the absence is less than 7 days, the Employee should complete a self- certificate, which should be handed to the Employer on the return to work. If the absence exceeds 7 days the Employee will require a medical certificate from their GP.

**Long-Term Sick**

If you are sick for more than 4 weeks *(classed as long term sick)* then you may be entitled to receive Statutory Sick Pay up to a maximum of 28 weeks. Due to the nature of the job the Employer reserves the right to review this contract. With the Employee’s permission, the Employer has the right to seek medical advice as to the nature of the illness, and the prognosis. In the event that this contract is terminated due to your sickness, appropriate notice will be given