



Village Hall Sickness Policy

Introduction

This policy only applies to members of staff at Hilton Village Hall just employed after April 2017. For current members who had contracts developed while the Village Hall was under the management of Hilton Parish Council, the Sickness Policy is as stated in their Contract of Employment. Page | 1

Occupational sick pay will be at the discretion of management and will not be unreasonably withheld. To qualify, you must have had six months' service with Hilton Village Hall and have complied with the requirements on notification of absence and the provision of medical certificates. Maximum occupational sick pay in any rolling period of 12 months is:

Occupational Sick Pay Entitlement

Period of Qualifying Service	Maximum Sick Pay
0 – 6 months	SSP Only
6 months to 2 years	4 week's full pay
2 – 5 years	4 weeks' full pay and 4 weeks' half pay

Where Hilton Village Hall makes payment in times of sickness, this includes any entitlement to SSP. In the event that half pay is less than SSP, the amount will be adjusted to bring it up to 20% above SSP. However, the total of occupational sick pay and SSP will not exceed normal full pay.

Part-time employees will receive prorated benefits.

While Hilton Village Hall will normally be sympathetic to cases of genuine sickness, illness or accident, prolonged or persistent absence for these causes may be dealt with through the disciplinary procedure. Where the nature of the illness indicates that the employee might be regarded as having a disability under the Disability Discrimination Act 1995, Hilton Village Hall will try its best to help the employee return to work through reasonable adjustments where these are possible.

Where there is concern for an employee's health and their ability to carry out their work, Hilton Village Hall reserves the right to ask that employee to submit to an independent medical examination, the cost of which will be borne by Hilton Village Hall.

Company Number 08097171



If Hilton Village Hall has good cause to believe that an employee is exploiting the sick pay scheme, or is claiming sickness absence where this is not the case, sick pay may be withheld.

Approved by Hilton Village Hall.