

## SICK PAY

August 2017

If you're unwell and unable to come to work, you may be eligible for sick pay providing you've given Royal Mail the appropriate medical documents (absence declaration form or fit note) and cooperate with your manager whilst you're off sick.

### Sick pay rates

- **Full rate sick pay** = the difference between your normal rate of pay (including any relevant allowances), and the rate at which you're entitled to claim social security benefits.
- **Half rate sick pay** = half of your normal rate of pay (including any relevant allowances), or a lower amount, that when added to any social security benefits will equal your full rate of pay.
- **Statutory sick pay** = the benefits provided under social security legislation as long as you comply with the legal requirements.



### Sick pay entitlements for CWU represented grades

- **First 12 months of service** = statutory sick pay only.
- **After 12 months of service** = full rate sick pay for the first six months, followed by half rate.

Full rate will be paid for a maximum of 6 months in any calendar year. Further periods will be paid at half rate. However, there will be no pay when your absence totals 12 months or more (with or without pay) in any four year period.

- Employees on nil pay who are contributing members of the Royal Mail Pension Plan, will be paid the lower of:
  - a rate equivalent to the highest rate of pension they would be eligible to receive on ill health grounds, or:
  - half rate sick pay.



### Please note:

- If you ignore a doctor's advice or you're sick due to reasons within your control, or you don't cooperate with Royal Mail, sick pay may be refused.
- Casual employees are not eligible for any Royal Mail sick pay but may be entitled to statutory sick pay.

### Want to know more?

For full details ask your manager for a copy of the Sick pay policy, available in the Policy and information section on PSP.