Sickness Leave Policy

This policy sets out the guidelines for the management of leave due to illness. This policy is endorsed by the trustees and will be reviewed regularly to ensure that it remains appropriate to the needs of JustUs.

As staff are self-employed JustUs is not legally obligated to pay sickness leave. However, as an act of benevolence the trustees have agreed that all self-employed staff, excluding contractors will receive sickness leave payments proportionate to a Full Time Equivalent (FTE) worker.

The Charity's aim is to provide a remuneration package and working environment that is attractive, and that exceeds that of other organisations in the sector. This is in recognition of the uniqueness of staff roles, to ensure continued motivation of staff and for staff retention. The trustees of JustUs are committed to ensuring a proper balance between paying staff and others fairly to attract and retain the best people for the job whilst ensuring careful management of charity funds. However, should JustUs' bank account balance fall below £15,000 at any time then sickness leave payments will be rescinded.

Although the nature of self-employment means that staff are responsible for their own working hours JustUs expects staff members to give due notice, where possible of any time off so that other staff members can cover their workload if need be.

The first seven calendar days can be self-certified, but if a worker is off for a longer period JustUs would require a Fit Note from your GP.

The sickness leave entitlement period will start from the date the worker has signed their contract and will end one full year later. Sickness leave payments will be paid monthly.

The Government states that an FTE worker is entitled to £116.75 Statutory Sick Pay (SSP) a week (£2.91875 per hour), and that you can get SSP from the fourth day you are off sick. However, for the purposes of this policy JustUs will pay sickness leave from the first day.

The calculation for sickness leave is made using the comparator of an FTE worker working 40 hours per week, and for the purposes of this policy will be based on the average hours worked per working day in the previous month.

<u>Example using an invoice for 60 hours over a previous monthly period of 20 working days:</u>

60 hours divided by 20 = an average of 3 hours per day.

So, for every day a worker is off sick then they will receive (3 x £2.91875) £8.75625 per day.

This policy will be reviewed annually.

Adopted: August 2022

Last Reviewed: March 2025

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