

PHILOSOPHY EDUCATION

SICKNESS AND STATUTORY SICK PAY (SSP) POLICY

NOTIFICATION

All candidates must contact the Philosophy Education office on the first day of sickness and continue to provide regular updates they are unwell and unable to attend assignments.

SELF-CERTIFICATION

Candidates may self-certify sickness for up to 7 calendar days by completing and submitting an **HMRC SC2 form** to the payroll team at Philosophy Education.

Statutory Sick Pay (SSP) claims must be submitted in a timely manner and cannot be backdated beyond the initial 7-day self-certification period.

If the SC2 form is not submitted within 7 days, this may affect your right to claim SSP.

QUALIFYING DAYS AND SSP PAYMENT

SSP will only be paid for days you are scheduled to work. Payment will be the lower of 80% of your average weekly earnings or the current statutory weekly maximum, in line with government guidelines.

FIT NOTE REQUIREMENT

If sickness continues beyond 7 calendar days, a Fit for Work (Fit Note) must be signed and submitted to qualify for SSP.

END OF ASSIGNMENT

SSP will only be paid up to the end of an assignment. No SSP is payable after an assignment ends, even if the candidate remains registered with Philosophy Education.

SSP ENTITLEMENT

SSP will only be provided on the basis of the above requirements. Failure to notify, submit the SC2 form, or provide a Fit Note where required may result in loss of SSP entitlement.