



# APOLLO RECRUIT

## **Statutory Sick Pay (SSP) and Holiday Pay Policy Apollo Recruitment Solutions Ltd**

### **1. Introduction**

Apollo Recruitment Solutions Ltd ("the Company") is committed to ensuring fair treatment of employees regarding statutory sick pay (SSP) and holiday pay. This policy outlines the Company's approach to employee entitlements in accordance with UK employment law.

### **2. Statutory Sick Pay (SSP)**

#### **2.1 Eligibility for SSP**

Employees may be eligible for Statutory Sick Pay (SSP) if they:

- Are classed as an employee and have completed any required qualifying period of employment.
- Earn at least the lower earnings limit set by the government.
- Have been sick for at least four consecutive days (including non-working days).
- Have provided the required notice and evidence of illness.

#### **2.2 SSP Payments**

- SSP is paid at the statutory rate set by the government (subject to periodic changes).

- SSP is payable for up to 28 weeks.
- The first three days of illness are unpaid (qualifying days), unless the employee qualifies for exceptions (e.g., recurring illness within an 8-week period).
- Payment is made on the same schedule as normal wages, subject to tax and National Insurance deductions.

## **2.3 Reporting Sickness**

Employees must:

- Notify their line manager as soon as possible (preferably before their shift starts).
- Provide a self-certification form if absent for up to seven calendar days.
- Provide a doctor's fit note for absences longer than seven days.

## **2.4 Extended Sickness Absence**

- If sickness absence exceeds the SSP period (28 weeks), the employee may be eligible for additional support via government benefits.
- The Company will assess long-term sickness cases in line with employment rights and occupational health guidance.

## **3. Holiday Pay**

### **3.1 Annual Leave Entitlement**

- Full-time employees are entitled to a minimum of **28 days of paid annual leave**, including bank holidays (pro-rata for part-time employees).
- Holiday entitlement begins to accrue from the first day of employment.

### **3.2 Requesting Annual Leave**

- Employees must submit holiday requests with reasonable notice (at least twice the length of the requested leave).
- Leave approval is subject to business needs.
- The Company reserves the right to decline leave requests or require employees to take leave at specific times.

### **3.3 Carrying Over Leave**

- Employees must take their statutory leave within the holiday year unless otherwise agreed.

- Up to **5 days of unused leave** may be carried over to the following year at management discretion.

### **3.4 Holiday Pay Calculation**

- Holiday pay is calculated based on an employee's normal rate of pay.
- For employees with variable hours, holiday pay is based on the average earnings over the previous 52 weeks.
- Holiday pay is subject to tax and National Insurance deductions.

### **3.5 Taking Holiday During Sickness**

- Employees can choose to take paid holiday while off sick (must be agreed in writing).
- If an employee falls ill during a holiday, they may reclaim the affected days as sick leave, provided they provide appropriate medical evidence.

## **4. Policy Compliance & Review**

- This policy complies with UK employment legislation, including the Employment Rights Act 1996 and the Working Time Regulations 1998.
- The Company reserves the right to update this policy to reflect changes in legal requirements.
- Employees are encouraged to contact HR for further clarification on SSP or holiday pay matters.

## **5. Policy Approval**

This Statutory Sick Pay and Holiday Pay Policy is approved by the Directors of Apollo Recruitment Solutions Ltd and is effective from the date of publication.