## **4. Sick pay allowance**

As an employee you get a sick pay allowance from the Council. If you use up your sick pay allowance you may still be able to get [statutory sick pay](https://www.gov.uk/statutory-sick-pay/overview).

Your sick pay allowance depends on the amount of time you’ve worked for the Council and whether you’re full-time or part-time.

If you’re a full-time employee:

* who has worked up to four months, you get one month’s full pay
* who has worked four months to twelve months, you get one month’s full pay followed by two month’s half pay
* in your second year, you get two month’s full pay followed by two month’s half pay
* in your third year, you get four month’s full pay followed by four month’s half pay
* in your fourth and fifth year, you get five month’s full pay followed by five month’s half pay
* after five years, you get six month’s full pay followed by six month’s half pay

If you’re a part time employee:

* your sick pay allowance is worked out on a pro rata basis
* this means your sick pay allowance is in proportion to the amount of hours you’ve worked
* for example, if you work fifty percent of a full working week you get fifty percent of the sick pay allowance

For both full and part-time employees, your sick pay allowance is calculated on a 12 month rolling year basis.

You can work out how much of the allowance is left by starting with the first day you are sick and looking back over the last 12 months. If you are sick on the 10 October, look back over the last 12 months, work out how much sick pay allowance you get and take away any days you have already been sick.

If you’re nearing the end of your sick pay allowance or about to go down to half pay, Agilisys Payroll Services will contact you in writing to let you know.