

**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 non-managerial roles

- **First 12 months of service** = statutory sick pay only.
- **After 12 months of service** = Full rate sick pay for the first six months (26 weeks), of any spell of absence, followed by half rate sick pay for six months.
- Full rate sick pay won't be paid in total for more than the first 6 months (26 weeks) during any 12 month period. Further periods of sickness will be paid at half rate.
- No sick pay will be paid when an employee has been absent for a total of 12 months (with or without pay), in any period of four years.



### 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.