

# PA Sickness & Absences



## Employee Sickness Cover

If an employee calls in sick and is unable to work, it is the responsibility of the employer to find a replacement. This can be difficult as sickness is often reported at the last minute.

- It is a good idea for an employer to have more than one PA in place, as this gives more flexibility when covering periods of holiday and sickness.
- AoD can introduce clients to agencies who can provide care. This can be a reliable way of covering short or long term cover for a PA.
- Employees may choose to use their annual leave allowance when they are sick but this must be their own choice.
- Self-Employed PAs are not entitled to sick pay and are responsible for finding their own cover when sick.

Should an employer find themselves in a position where no one is available to provide cover at short notice, Social Services should be contacted. AoD can contact Social Services on the employer's behalf.

## Statutory Sick Pay (SSP)

Statutory Sick Pay refers to the amount an employer is legally required to pay an employee who has been absent from work due to illness, and earnings are reduced as a result.

Employees may be entitled to Statutory Sick Pay if they meet the following criteria:

- They have been sick for at least four consecutive days, including non-working days.
- They must earn at least £125\* per week; this is calculated over the eight weeks prior to the period of sickness.

SSP is paid for the days the employee would normally have worked, starting on the fourth 'qualifying day'. The initial three days (which may include non-working days) are unpaid and are known as 'waiting days'.

The weekly rate for SSP is £118.75\* for up to 28 weeks. SSP is paid in the same way as the employee's regular wages, and is subject to tax

and National Insurance deductions. Since 2014 this payment is no longer recoverable from the government.

\*All figures correct for the 2025/26 financial year.

For more information, contact the Direct Payment Support team:



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