



OCCUPATIONAL SICKNESS AND MATERNITY

Every employer has a legal obligation to provide employees with statutory sick pay and most payroll software will calculate their entitlement when you present the dates of absence.

However, you may have your own sickness policies in addition to the statutory scheme.

A typical OSP scheme will give full pay during a period of sickness for a certain length of time reducing to a percentage of full pay for a further set period with no sick pay thereafter. Often no OSP will be payable during a probationary period and the rules and allowances within your organisation may vary according to a number of factors such as the length of employment service, employee categorisation and seniority. These policies are often very complex and subsequently may be difficult to manage. This can frequently result in confusion, particularly in selecting the correct scheme of allowances for an employee or dealing with multiple periods of absence.

The result is the diluted application of scheme rules, potentially resulting in miscalculation of entitlement and unnecessary expenditure.

Employees on an extended period of absence due to sickness are easy to distinguish but those continually absent for small durations are more difficult to identify and manage. For them, automated procedures are a necessity.

Jane's Occupational Sickness module takes into account your specific policies, such as:

- How you monitor short-term absences and absence patterns
- The action you have to take while an employee is still absent
- Activation of return-to-work procedures
- Communication of the procedures expected of employees.

The Occupational Sickness module automatically collates the absence records, matches up the various definitions of entitlements and recalculates the individual's pay. This is reflected as an adjustment in the current tax period of the payroll.

In addition, the software can alert both the employee and the employer to an individual's entitlement, together with critical dates when sickness or maternity pay rates will change. This can be done by periodic reporting or automatically using the Workflow module to perform the required action, such as sending the details in an email to the employee or their line manager.

The Jane Occupational Sickness & Maternity module ensures the vigilant and effective application of your policies which in turn eliminates unnecessary payroll expenditure.





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Key Feature Summary

An indefinite number of different schemes each with its own qualification criteria and description of the effects to an employee's pay in the event of absence due to sickness or maternity.

Qualifying criteria on any element of the employee record, typically the length of service but any criteria may be applied.

Selective groups of employees may be included in or excluded from each scheme definition.

Duration of absence and qualification of allowances can be in **calendar or working days**.

Specific **working patterns** can be described which are particular to the scheme requirements, ignoring the employee's own working pattern.

Scheme allowances can be automatically adjusted to reflect the employees' own terms and conditions such as **part-time hours**.

Fixed absence years for allowance definitions or **rolling time frames**, such as a year, 18 months, 2 years and so on.

Occupational **Maternity profiles** automatically revise the proposed payroll payments in the event of the planned period of maternity absence.

Managed plan to optionally include the **Statutory Maternity offset**.

Paternity and Adoption leave can be fully monitored and managed.

Continued revisions of the historical system with adjustments to accommodate the **late recording and correction** of absence records. Absences are frequently not recorded promptly or can be recorded in error which in turn requires the correction of any previous adjustments.

Reports and enquiries are available to allow a quick and effective review of the Scheme to which each period of absence relates.

Provides **full projections** of the effect of the Scheme due to the period of absence, describing the dates upon which changes will occur such as switching to half or zero pay.

Calculations for sickness in the current pay period based on **assumed sickness** until the end of the pay period or until a specified payroll cut-off date.

Absence costing analysis to reflect the direct costs incurred as a result of the sickness period. This incorporates estimates of the organisation's on-costs such as Employer's NI and Pension contributions.

Financial System integration ensures cost are analysed accurately for wider reporting and analysis.

