Nurturing wellbeing at work – Best Practice Statement

This is a template for adding information on sickness absence and health and wellbeing benefits you provide to your employees. It has been designed by the [ABI](https://www.abi.org.uk/workplace-wellbeing/) to augment the [Acas template](https://www.acas.org.uk/templates-for-written-terms-of-employment) for a written statement of employment particulars (which is a legal requirement) and can be adapted by employers.

Instructions or options to fill in this template are in [square brackets].

You can add this information to your existing day one statements for new employees, as defined under The Government’s Good Work Plan, which came into force in April 2020. The information can also be added to annual statements you might choose to provide to all employees.

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Sickness Absence

This section sets out how much money you get when you are off sick and how long for.

Every employee is entitled to **Statutory Sick Pay (SSP)** which provides approximately [£96.35](https://www.gov.uk/guidance/rates-and-thresholds-for-employers-2021-to-2022#statutory-sick-pay-ssp) per week (this figure is the SSP rate for 2021/2022). It is a benefit which is paid for 28 weeks as long as an employee is absent for at least four days in a row and is usually payable from the fourth qualifying day of absence.

[Note: include the below only if you do pay Occupational Sick Pay.]

In addition to SSP, we have chosen to pay [Short Term] **Occupational Sick Pay**. If you are absent for more than [number of days/weeks/months], due to sickness absence, we will pay [%] of your salary for a period of [number of days / weeks / months / years]. This will be subject to you abiding by our sickness absence policy and procedure.

[Note: include the below only if you provide Group Income Protection insurance to fund your promise of long-term Occupational Sick Pay].

Once Statutory Sick Pay [and Short Term Occupational Sick Pay] have been exceeded, we provide support for long-term absence by providing longer-term sick pay via a **Group Income Protection** policy which provides [%] of your salary from week [number] and this is payable for [length of payment set out in policy terms and conditions]. [The benefit additionally pays your Pension and National Insurance Contributions.]

Please click [here](https://www.abi.org.uk/products-and-issues/choosing-the-right-insurance/income-protection/percy/) to find out more about your entitlement to state benefits.

For further details please contact [company contact] or review [company website links].

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Health and Wellbeing Benefits

[Note: The list of benefits below is not exhaustive but aims to set out some of the most common health and wellbeing measures provided by employers. It should be adapted by employers to reflect their own provision of benefits to employees].

We provide the below benefits on top of your salary to help support your mental, physical and financial health:

**Employee Assistance Programme:** you have access 24/7 to a range of resources to help you with the challenges posed in day-to-day life for help at whatever stage of life. Services include [for example: debt / money management support, counselling, help sourcing elder / child care, marital / family issues support, advice on moving house].

**Online GP Access:** access for you [and your family] to a virtual GP service for [number] consultations via an App. [Additionally a prescription service is provided].

**Nutrition and Fitness:** access for you [and your family] to a virtual Health Coach to improve your fitness and diet. The service allows for [include number] consultations via an App.

**Ride to work:** taking advantage of the government initiative to promote healthier journeys to work and to reduce environmental pollution, we provide access to bikes and cyclists’ safety equipment to employees as a tax-free benefit via [provider name].

**Corporate gym membership:** We provide a corporate gym membership via [gym provider name] at [cost] to employees who sign up. We subsidise this amount by [cost] per month for each employee.

**Early Intervention Service:** personalised support from [day X / week X] of absence for enabling a return to work.

**Group Life Insurance**: on your death a single, lump sum benefit is payable of [% salary or amount in sterling]. The benefit is [usually] paid to whoever you nominate to receive it on your death.

**Group Critical Illness:** if you are diagnosed with a serious medical condition and you qualify for the condition under our policy you will receive a single, lump sum benefit of [% salary or amount in sterling].

**Private Medical Insurance:** this is provided for you [and your family] and allows access to private treatments and procedures. It is important that you contact the insurer to confirm that you are covered before you make any appointments.

**Health Cash Plan:** this is provided for you [and your family] and has a long list of policy benefits. It is important that you contact the insurer to confirm that you are covered before you want to claim for this benefit.

**Dental Treatment:** this is provided for you [and your family] and is provided [as an optional benefit / at no cost to you]. It is important that you contact the provider to confirm that you are covered before you make any appointments.

For further details please contact [company contact] or review [company website links]: