

### 3 Counties Professional Driving Instructors Association

#### **Sickness Benefit Rules.**

##### Eligibility

- a) After 6 months membership - or attending two meetings - the member is expected to apply to join the sickness scheme if the criteria are met.
- b) All members eligible to join sickness scheme

##### Sickness/Injury Claim Procedure

If a member becomes ill, he/she must inform a committee member immediately and obtain a medical certificate, which should be presented to a committee member by day 5/6 of illness/injury.

The sick member will receive the agreed weekly benefit (see note 1) which will begin on day 8 of his/her indisposal, and will be calculated on a daily basis, paid weekly from day 14, for a maximum of 12 weeks (24 weeks if illness/injury are unrelated) in any benefit year. The amount which members have to pay to sick member is worked out by dividing the agreed weekly benefit (see note 1) by the amount of contributing members.

If 2 or more members are off sick at the same time the second and any subsequent members will be paid out of the sickness fund. In the event of the fund being depleted, members will replenish the fund within 30 days.

Chairman will notify all members of situation and amount due. The due amount shall be delivered to a pre-arranged address. The treasurer will be responsible for forwarding the remittance to the sick member.

1. No benefit will be paid to a sick member who is on holiday.
2. A sick member would not be able to give any tuition or cover driving tests whilst claiming benefit.
3. To claim benefit a member must be a self-employed instructor, (non-contractual)
4. In order to claim sickness/injury benefit 3 Counties must be given first option of all members' pupils. All pupils must be returned to the sick member on his/her return to work,
5. **In the event of a member not having paid his/her subscription on time (1<sup>st</sup> January and 1<sup>st</sup> July) the member shall not be eligible to claim benefit**
6. A new member must pay the agreed monthly sickness contribution (see note 2) into sickness fund for one year from date of joining.
7. If a member decides to opt out of the sickness fund, and/or maximum weekly contribution they must opt out of the sickness scheme entirely.
8. In the event of a member's death, 12 weeks benefit will be paid to deceased members next-of- kin. If maximum benefit has been claimed before death a special meeting would be called to discuss the situation.
9. If a member opts out of the sickness fund once it has started or resigns from 3 Counties, they are entitled to claim back their total contribution, less any payments and interest accrued, unless a member has lodged a claim, in which case any refund will be made on claimants return to work.
10. When an instructor is sick and pupils have already paid for their lessons in advance, the sick instructor, or whoever is responsible for their finances, is responsible for paying the instructors covering their work.

11. In the regrettable circumstances that the sick instructor should become permanently incapacitated or refuse to pay the monies owed to members or resigns from 3 Counties, any debt incurred would be deducted from their sickness fund scheme and paid to the instructors concerned.
12. If a member does not pay their weekly contributions to the sick instructor, the defaulting member would be deemed to have resigned from 3 Counties and any debt would be deducted from the defaulting members' sick fund.
13. The instructor who has the job of allocating the sick instructors lessons must be given, immediately, all the relevant information regarding lessons, especially tests. Also the names of any pupils who have previously had lessons with another member of 3 Counties.
14. If an instructor falls more than 4 weeks behind with his or her payments to the sick instructor and they go sick themselves, they would not be eligible to claim sickness benefit.

#### NOTES

Joining Fee £50.00 for commitment

Subscriptions £25 half yearly paid by Standing Order (paid 1<sup>st</sup> January and 1<sup>st</sup> July) £30.00 if not paid within 30 days of due date.

1. £375 per week. Amended AGM 8<sup>th</sup> March 2006
2. £240 or £20 per month for one-year payable by standing order.