

LANCASHIRE POLICE FEDERATION
UNSOCIABLE HOURS BENEFIT CLAIM FORM

1. The unsociable hours benefit is payable to members for any period of sickness where you were due to be working unsocial hours i.e. between the hours of 20:00 and 06:00 (subject to the 14 day deferred period and applicable policy limits).
2. The benefit is payable for a maximum of 24 weeks **after** the 14 day excess period.
3. The benefit payable is £1.00 per hour up to a limit of £60 per week. Payment of the benefit will be made by BACS transfer.
4. Please enclose a copy of your medical certificates covering your period of absence
5. Please ensure your supervisory officer signs the appropriate declaration before you submit your claim form.
6. Please enclose a copy of your pay slips, for each month you are claiming and for the 2 months before your claim date along with a copy of your shift rota.
7. Please return this form to Lancashire Police Federation, Saunders Lane, Hutton, Preston, PR4 5SB

Claim Details: -

Serving Officer / Police Staff* (Delete as applicable)

Surname: _____ Forename(s): _____

Date of Birth: _____ Rank: _____ Collar Number: _____

Home Address: _____

_____ Postcode: _____

Email Address: _____ Tel No: _____

First date of absence from duty: _____/_____/_____

First date of claim (this must be after 14 days of absence): _____/_____/_____

Last date of absence from duty: _____/_____/_____

Details of illness causing absence: _____

Declaration: -

- I declare that during the above period of sickness the total number of unsocial hours I am claiming is: _____
(Based on the hours I was scheduled to work at the time of onset of disablement)
- I confirm that as a result of not being able to work these hours I have suffered a loss of unsocial hours pay
- I have been off sick during this period and have been in receipt of Statements of Fitness to Work confirming I am not fit to work from my doctor

Insured Members Signature: _____ **Date:** _____

To be completed by your Supervisory Officer: -

I certify that the above was scheduled to work the unsocial hours as detailed above and has been off work during this time due to sickness.

Supervisory Officer Signature: _____ **Date:** _____

Please print name: _____ **Rank:** _____

When your claim has been approved the payment will be credited direct to your bank account. Please complete the following details:-

Name and Address of your Bank:

Account Number: _____

Sort Code: _____

Account Name: _____

To be completed by a Trustee of the Scheme: -

I certify that the claimant is a member of the Scheme

Date of Joining Scheme:- ____/____/____

Signed: _____ **Date:** _____

Name: _____

DATA PROTECTION NOTICE

Philip Williams (G Ins) Management Ltd collects and uses your data in accordance with current data protection law (which includes, from 25 May 2018, the General Data Protection Regulation (Regulation (EU) 2016/679)) ("data protection law"). We maintain records in regard to policy claims on computer and/or paper files. Information will only be disclosed to third parties in whatever format is considered appropriate by us. By signing this form, you consent to Philip Williams (G Ins) Management Ltd using your data and the information you have provided to process the claim. Further information can be found in our Privacy Policy at <https://www.philipwilliams.co.uk>

PRIVACY NOTICE

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A hard copy can be provided upon request.