



Deductions from Pay Policy

Unfortunately, it can happen that the Company needs to deduct the cost of items from an Employees pay. There could be several reasons that this may happen, and the company will discuss why with the employee concerned.

The company reserves the right, and the employee agrees that sums may be deducted or withheld upon the result of any discussion where possible

The actual amounts for the above will be notified in writing to the employee as soon as reasonably possible prior to deduction.

The amount of weekly deduction from pay will be by agreement with the employee concerned.

The cost of unattended training courses, except for those with a valid reason/self-certification form for a period of up to 7 days or a statement of fitness to work signed by a doctor for a period of more than 7 days.

Should you receive compensation from a third party for loss of earnings the company reserve the right to recover sums equal to any salary or sick pay paid to you during any related absence from work.

An authorised deduction form will be completed for each deduction required as detailed in the attached schedule.