



Lancashire
Constabulary

What I need to know.

Who to contact

Contacts	Contact details
Pay Services	For queries regarding the calculation of the date, general query or to advise of an imminent return to work please contact HRPayServices@lancashire.police.uk .
Unison	For support in making a representation to remain on full pay or any other support you require whilst absent please contact Unison on 01772 412789 or Unisonlancashire@police.uk .
Federation	For queries regarding Group Insurance or to assist with representations, please contact your local Federation Representative or the Federation office at HQ on 01772 584556 or Lancashire@polfed.org .
People Partners	If you require any assistance in making a representation to remain on full pay or have any queries regarding your sickness and return to work you can contact your People Partner directly or email HRPeoplePartners@lancashire.police.uk .

Group Insurance

Document	What you need to do
A copy of the Group Insurance claim form is attached.	<p>Please note if you are a member of the Police Federation Insurance Scheme and are reduced in pay you will receive a percentage of your salary every week (paid four weeks in arrears, not taxable) directly from Philip Williams. This benefit will last for 34 weeks. Please ensure you notify the Police Federation of your reduction in pay date for the above to be put in place.</p> <p>In order to submit a claim:</p> <ul style="list-style-type: none">• Complete the attached Accident/Sickness form claim form• Return the form and pay slip to Lancashire@polfed.org. <p>You will need to submit a copy of your Pay slip to Mr Sarginson at the above email address every month throughout your claim.</p> <p>If you have any queries, please do not hesitate to get in touch:</p> <p>For queries regarding Group Insurance, please contact your local Federation Representative or the Federation office at HQ on 01772 584556</p>

Oracle Access

	What you need to do
Oracle Link	To access Oracle at home please use the following link https://ess.lancashire.police.uk/
Pay slips	Access Oracle and print any pay slips you may require for group insurance etc.
P60	Access Oracle and print any P60's you may require.
Forgotten Password	You will need to email HRInformationsandSystems@lancashire.police.uk and they will manually reset this for you. Please make sure you advise them that you are currently absent from the Constabulary as otherwise, they will contact you via your work email address. Alternatively, you can ring them on 01772 410101 option 2.

Your contact details

For us to maintain contact with you and advise you of any amendments, please ensure that you check the below are correct on Oracle.	<ul style="list-style-type: none">• Home Address• Mobile/Home Phone Number• Personal email address
---	--

SSP and ESA

Document	What you need to do
SSP1 form and Letter	<p>We will notify you if your Statutory Sick Pay is due to end or if you are not entitled to this.</p> <p>If you receive a letter and form regarding Statutory Sick Pay and Employment Support Allowance, please ensure you read these carefully as it may affect your pay.</p> <p>If you are no longer entitled to statutory sick pay you may be entitled to claim employment support allowance which currently has a higher payment of £138.20 a week and a lower payment of £90.50 a week.</p> <p>In order to submit a claim:</p> <ul style="list-style-type: none">• You will need to ring the number on the last page of the SSP1 form or alternatively you may apply on the gov.uk website. <p>If your statutory sick pay has stopped or you are not entitled to it and you are still in receipt of your full occupational sick pay, we will need to make a deduction for employment support allowance to ensure you do not receive more than your full occupational sick pay.</p> <p>We will make the deduction in the above circumstances only and based on you receiving the £138.20 a week unless you inform us you are not entitled to this or are only entitled to the lower amount.</p>