

Private & Confidential

Derek Murphy

DPA

02 August 2017

Dear Derek

Injury/Assault on Duty

I am sorry to hear you were off work following an incident on 30 June 2017 in which you sustained an injury. I am writing to let you know that your absence qualifies for payment under the Injury / Assault-on-Duty Policy. I attach a copy for your information, which details the benefit of the scheme.

Your basic pay whilst you were absent from work will be in accordance with the Injury on Duty policy. This means you will not be deducted for the 3 waiting days and your absence will be classified as IOD. If you receive a deduction relating to this we will reimburse your pay with the August payroll as applicable.

I would like to remind you of access to our welfare supporter, First Assist, who can be contacted on **DPA** if needed. I enclose information on this as well as information on the Best Doctors scheme.

I would like to remind you of access to our welfare supporter, First Assist, who can be contacted on **DPA** if needed. I enclose information on this as well as information on the Best Doctors scheme. This scheme is run in conjunction with Occupational Health Services. This organisation provides an independent resource, which offers additional medical services, such as private operations, alternative therapies and vocational assistance which are outside the usual remit of a company occupational health department.

Please note that any annual leave you have pre-booked during your IOD absence will remain as annual leave unless you cancel it beforehand.

If you have any queries regarding the content of this letter or if there is any further support we can offer you please do not hesitate to contact me.

Yours sincerely,

Signature

Ben Saunders
Centre Director
G4S Central Government Services (UK) Ltd