

BRITISH TRANSPORT POLICE FEDERATION GROUP INSURANCE SCHEME

UNSOCIAL HOURS BENEFIT CLAIM FORM



**OFFICER
INSURANCE
COVER**

By Advisory Insurance Brokers Limited (part of The Ardonagh Group)

You are eligible to claim this benefit if you have been off sick for more than 14 days and were scheduled to work unsocial hours between 20.00hrs and 06.00am. Benefit is payable from the 15th day of absence and for a maximum of 8 weeks, within 24 weeks from the date of disablement.

The maximum benefit you can claim is dependent on your weekly contracted working hours. For example:

40 contracted hours per week = 320 hours benefit (8 weeks x 40 hours)

20 contracted hours per week = 160 hours benefit (8 weeks x 20 hours)

Unsocial hours benefit is applicable to your unsocial hours enhancement at 75% of basic salary, up to a limit of £60 per week.

If you wish to claim unsocial hours benefit please complete this form in BLOCK CAPITALS and send it to:

British Transport Police Federation, Federation Office, 134 Thurlow Road, West Dulwich, London SE21 8HN

Full name:

Date of birth:

Warrant no:

Station:

Address:

Collar number:

Rank:

Email address:

First date of absence:

First date of claim:

Last date of absence:

(this must be after 14 days of absence)

You can claim up to 8 weeks of unsociable hours within a 24 week period. Under this policy, a week is considered to run from Monday to Sunday. Please select the weeks you were rostered to work the highest number of unsociable hours (after the 14 day excess period) and detail these shifts below:

Total hours claimed per unsociable hours shift (8.00pm – 6.00am)

Week commencing (date):	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Total Unsociable Hours claimed (per week):
								Week 1:
								Week 2:
								Week 3:
								Week 4:
								Week 5:
								Week 6:
								Week 7:
								Week 8:
Total number of hours claimed :								

Normal Hourly Rate of Pay £

Copies of payslips covering the dates claimed together with a copy of your unsocial hours shift pattern, showing your position in the pattern at the first date of your claim must accompany this form as supporting evidence for your claim.

If you do not have a shift pattern with your name on clearly showing the above hours, we will accept the signature of your Line Manager below in support of your claim:

Signature of Line Manager:

Line Manager's name and Rank:

I hereby declare that:

- The number of hours I am claiming are based on the hours I was scheduled to work
- I have suffered a loss of unsocial hours benefit
- I was a subscribing member of the British Transport Police Federation group insurance scheme for the period of this claim

Signed:

Date:

Please note that the Federation office may pass information held by the Force to the brokers but only that which is necessary in connection with your claim and membership of the scheme.

Please complete the following section to enable benefit payments to be made direct to your nominated bank account:

Bank name and address:

Branch sort code:

Account name:

Account number:

This claim form must be submitted by the Federation office. By submitting this claim via email to Advisory Insurance Brokers Limited, we hereby confirm that the claimant was a member of our Group Scheme at the date of the incident and is therefore an eligible claimant.

Advisory Insurance Brokers Limited are acting on behalf of insurers, which enables us to handle certain claims on their behalf.

Data Protection Notice: Group Insurance Scheme Cover is arranged by Advisory Insurance Brokers Limited, who are the data controller for the personal information you provide. We are committed to keeping your information safe and secure. We will use your personal information to communicate with you and to provide you with the products and services you have requested or are of interest. We share information with other companies including insurers and finance companies to assess and obtain the quotes and covers you have requested. We will also share information with other organisations where we need to do so by law. Our Fair Processing Notice can be found here: <https://www.towergateinsurance.co.uk/fpn/advisory-insurance-brokers>. This explains in more detail how we use and share your personal information.



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