

Employee's statement of sickness

Statutory Sick Pay (SSP) is money paid by employers to employees who are away from work because they are sick.

Please fill in **Your statement** when you have been sick for 4 days or more in a row. Tear off **Your statement**, and give it to your employer, it will help them decide if you can get SSP. Keep this page for your own information.

What happens next

If you can get SSP, your employer will pay you in the same way they usually pay you your wages.

If you cannot get SSP, your employer will give you form **SSP 1** to tell you why. You can use form **SSP 1** to claim Incapacity Benefit.

If you have recently changed jobs

If you have

- recently changed jobs, **and**
- received at least one week's SSP from your old employer in the 8 weeks (52 weeks if you are a Welfare to Work Beneficiary) before this current spell of sickness (odd days of SSP may count – ask your old employer)

the SSP from your old employer can be counted towards your 28 weeks maximum SSP payment. This means you may be able to transfer to Incapacity Benefit earlier. Ask your old employer to fill in form **SSP 1(L) *Leaver's statement of SSP***. Give form **SSP 1(L)** to your new employer, it will help them to make sure that you get the right amount of SSP, and that you transfer to Incapacity Benefit at the right time.

Please turn over ►

Employee's statement of sickness (continued)

If you go abroad

If you are sick, and

- there is more than 8 weeks between this spell of sickness and an earlier spell, **and**
- you are outside the European Economic Area (EEA), **and**
- your employer is liable to pay Class 1 National Insurance contributions for you

you may be able to get SSP if you meet the other conditions for entitlement.

You can find out more about this in leaflet **CA86** *Employee's Guide to Statutory Sick Pay*.

Other help while you are sick

You can get more information about other help while you are sick in leaflet **SD 1** *Sick and disabled?*.

If you do not have much money coming in while you are sick, you may be able to get Income Support. Income Support is a social security benefit for people who do not have enough money to live on. You can find out more about Income Support from your local Social Security office.

You can get leaflet **SD 1** from

- any Social Security office
- most advice centres like the Citizens Advice Bureau
- any Post Office, (except in Northern Ireland)

If you want to know more about benefit entitlement while you are sick, ring the Benefit Enquiry Line for people with disabilities. The phone call is free. The number is 0800 882 200, or in Northern Ireland 0800 220 674.

If you have any problems with hearing or speaking and use a textphone or minicom, ring 0800 243 355 or in Northern Ireland 0800 243 787. The phone call is free. If you do not have your own textphone or minicom system, they are available from the Citizens Advice Bureau and main libraries.

If you want to know more about SSP, contact your local Inland Revenue (NI contributions) office. You can find the telephone number in the phone book under Inland Revenue.

Your statement

About you

Surname

Other names

Title Mr/Mrs/Miss/Ms

National Insurance (NI)
Number

Date of birth

 / /

Clock or payroll number

About your sickness

Please give brief details
of your sickness

What date did your
sickness begin?

 / /

What date did your
sickness end?

 / /

If you do not know
when your sickness
will end, leave this
box blank.

- The dates you put in these 2 boxes may be days you do not normally work.
- If you are sick for more than 7 days, your employer may ask you for a medical certificate from your doctor. Medical certificates are also called sick notes or doctor's statements.

Was your sickness caused
by an accident at work or
an industrial disease?

Yes

No

If your answer was 'Yes', you may be able to get Industrial Injuries Disablement Benefit. If you want information about claiming this benefit, ask at your local Social Security office.

Your signature

Signed

Date

 / /

Tear off this page and give it to your employer.

