

Employee's statement of sickness

1 About the form

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

2 What to do now

Please:

- fill in part 6 of this form, *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 Statutory Sick Pay
- keep this page for your own information.

3 What happens next

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

If you cannot get Statutory Sick Pay, your employer will give you form SSP1 to tell you why. You can use form SSP1 to claim Incapacity Benefit.

If you disagree with your employer you can ask HM Revenue & Customs for a decision about your entitlement.

4 If you have changed jobs

If you have:

- changed jobs within the last 8 weeks, 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), 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 a higher rate of Incapacity Benefit earlier.

4 If you have changed jobs (*continued*)

Ask your old employer to fill in form SSP1(L) *Leaver's statement of SSP*. Give form SSP1(L) to your new employer, it will help them to make sure that you get the right amount of Statutory Sick Pay, and that you transfer to Incapacity Benefit at the right time.

5 Other help while you are sick

You can get more information about other help while you are sick in leaflet 'SD1 *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 nearest Jobcentre Plus or social security office, now part of the Department for Work and Pensions.

You can get leaflet SD1 from:

- any Jobcentre Plus or social security office
- most advice centres like the Citizens Advice Bureau, or
- 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, ring **0800 243 355** or in Northern Ireland **0800 243 787**. The phone call is free.

If you do not have your own textphone system, they are available from the Citizens Advice Bureau and main libraries.

Working Tax Credit (WTC) was introduced on 7 April 2003 to replace Working Families Tax Credit (WFTC) and Disabled Persons Tax Credit (DPTC). The new tax credit helps people with an illness or disability to return to, or take up work by topping up earnings. It is a tax credit for people on low to middle incomes, who are working 16 hours or more a week and who have an illness or disability which puts them at a disadvantage in getting a job.

For further information on claiming WTC contact your nearest Jobcentre Plus or social security office.

If you want to know more about SSP, contact your nearest HM Revenue & Customs office. You can find the telephone number in The Phone Book under Inland Revenue or HM Revenue & Customs.

6 Your statement - tear-off

See notes at Part 2 on page 1

About you

Surname

First names

Title Mr/Mrs//Miss/Ms

National Insurance number

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Date of birth

/	/
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Clock or payroll number

About your sickness

Please give brief details of your sickness

What date did your sickness begin?

/	/
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What date did your sickness end?

/	/
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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.

What date did you last work before your sickness began?

/	/
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What time did you finish work on that date?

	*am/pm
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*Delete as appropriate.

6 Your statement (continued) - tear-off

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

Yes [✓] *as appropriate* No

If you answered 'Yes', you may be able to get Industrial Injuries Disablement Benefit. If you want information about claiming this benefit, ask at your nearest Jobcentre Plus or social security office.

Your signature

Signature

Date

Tear-off this page and give it to your employer.

