

Employee's statement of sickness

1 About this 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 SSP
- keep this page for your own information.

3 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 **SSP1** to tell you why. You can use form **SSP1** to claim Incapacity Benefit.

If you disagree with your employer you can ask the Inland Revenue 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 weeks 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.

► Please turn over

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 SSP, 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 Social Security office, now part of the Department for Work and Pensions.

You can get leaflet **SD1** from:

- any Department for Work and Pensions
- 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.

Disabled Persons Tax Credit (DPTC) 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.

There is a route to DPTC called DPTC Fast-Track, which has been specifically designed to help people who become long-term sick or disabled while they are in work.

For more information about the qualifying conditions for DPTC Fast-Track, ring the Disabled Persons Tax Credit Helpline on 0845 605 5858 or textphone 0845 608 8844. In Northern Ireland, the Helpline number is 0845 609 7000 or textphone 0845 607 6078.

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

► Please see opposite page

6 Your statement - tear-off

About you

Surname

Other names

Title Mr/Mrs//Miss/Ms

National Insurance 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 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 Department for Work and Pensions.

Your signature

Signature

Date

Tear off this page and give it to your employer.

