

## Employee's statement of sickness

### About this form

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

### What to do now

Please:

- fill in 'Your statement' overleaf when you have been sick for 4 days or more in a row
- give your completed form to your employer, it will help them decide if you can get Statutory Sick Pay
- keep a copy of this page for your own information.

### 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 (Employment and Support Allowance will replace Incapacity Benefit for new customers from Autumn 2008).

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

### 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 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 (or Employment and Support Allowance for new customers from Autumn 2008) earlier.

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 (or Employment and Support Allowance for new customers from Autumn 2008) at the right time.

### Other help while you are sick

You can get more information about other help while you are sick in leaflet DHC1JP, *a guide to disabled people, those with health conditions and carers*.

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 office.

You can get leaflet DHC1JP from:

- any Jobcentre Plus 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, visit [www.direct.gov.uk](http://www.direct.gov.uk) or 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 to use at the Citizens Advice Bureau and main libraries.

Working Tax Credit (WTC) 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 office.

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

*Please turn over*

## Your statement

See note 'What happens next?' on page 1

### About you

Surname

First name(s)

Title - enter MR, MRS, MISS, MS, or other title

National Insurance number

Date of birth DD MM YYYY

Clock or payroll number

About your sickness. Please give brief details

  

What date did your sickness begin?

What date did your sickness end? If you do not know please 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?

What time did you finish work on that date?  
(enter time in 24 hours)

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

No  Yes

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 office.

### Your signature

Signature

Date DD MM YYYY

You may want to make a copy for your records.