

About this form

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' below when you have been sick for four days or more in a row.

Your statement
About you

Surname or family name

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? DD MM YYYY

What date did your sickness end?

If you do not know please leave this blank.

DD MMYYYY

The dates you put in these two boxes may be days you do not normally work. If you are sick for more than seven 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?

DD MM YYYY

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 any Jobcentre Plus office.

Your signature

Signature

Date DD MM YYYY

Phone number

What to do next

Please:

- give your completed form to your employer. It will help them decide if you can get SSP
- keep a copy for your own information.

If you can get SSP, your employer will pay you in the same way they usually pay 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 Employment and Support Allowance which replaced Incapacity Benefit for new customers from 27 October 2008.

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

Please turn over

Other help while you are sick

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

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 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 any Jobcentre Plus office. If you want to know more about benefit entitlement while you are sick, go to www.direct.gov.uk or phone 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, phone **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 any Jobcentre Plus office.
- If you want to know more about SSP, contact any HM Revenue & Customs office. You can find the phone number in The Phone Book under 'HM Revenue & Customs'.