

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 MM YYYY

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.

If you disagree with your employer's decision you can ask HM Revenue & Customs for a decision about your entitlement phone our Disputes Team on **0191 225 5221**.

Please turn over