



## Leaver's statement of Statutory Sick Pay (SSP)

### About this form

There are 2 parts to this form:

- Part 1 is for the employer to give information about SSP to their employee, and
- Part 2 contains information for the employee.

### 1 Notes for the employer

#### When to issue this form

Use this form for any employee who asks for this information, and

- is not going to work for you any more or who has already finished working for you
- was entitled to SSP in the last eight weeks that they worked for you, and
- was entitled to SSP for one week or more. Remember odd days can be rounded up, see 'About Statutory Sick Pay' on the next page.

#### About your employee

Surname

First name(s)

MR, MRS, MS, MISS  
or other title

National Insurance number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Clock or payroll number



# 1 Notes for the employer (*continued*)

## About Statutory Sick Pay (SSP)

First day of sickness for SSP purposes.

This date will be:

- the first day of your employee's period of incapacity for work with you, or
- Date 1 from form SSP1(L) *Leaver's statement of Statutory Sick Pay (SSP)* if you have taken sickness with a previous employer into account.

By a period of incapacity for work we mean a period of sickness of four or more consecutive days. This means any days of sickness count towards the total number of days, even non-working days. Remember, periods of incapacity for work that are eight weeks or less apart will link together and count as one period of incapacity.

The first day of sickness that has been taken into account for SSP is Date 1

The last date that you have to pay SSP for is Date 2

The number of weeks of SSP that your employee is entitled to, *see below*

This is the total number of weeks of SSP between Date 1 and Date 2. A week is a period of seven days.

Express odd days as a decimal fraction of a week by:

- 1 dividing the number of days of SSP payable by the number of qualifying days in that week, and
- 2 multiplying by seven.

Qualifying days are usually the days of the week your employee is required to work.

SSP of more than three days is rounded up to a whole week. SSP of three days or less does not count. See E14 *What to do if your employee is sick*, for more information.

Employer's signature

Date

Position in firm

Business stamp

Daytime phone and fax number(s)

Phone

Fax

Please give this form to your employee.

## 2 Notes for the employee

### What to do with this form

- **If you work for a new employer.**  
Give this form to your employer in the first week that you are sick. It will help them to make sure you get the right amount of SSP.
- **If you do not work for an employer.**  
You may be able to get Incapacity Benefit if you are sick for at least four consecutive days. This form will help your Jobcentre Plus office to make sure you get the right amount of Incapacity Benefit.

### Incapacity Benefit

This is a Social Security benefit for people with an illness or disability.

You may be able to get Incapacity Benefit if

- you are unemployed
- you are self-employed, or
- you work for an employer but you cannot get SSP.

If you want to claim Incapacity Benefit, fill in form SC1 (see below) and send it with this form to your Jobcentre Plus.

In Northern Ireland send SC1 with this form to:  
Department for Social Development,  
Incapacity Benefits Branch,  
Castle Court, Royal Avenue,  
Belfast  
BT1 1SB.  
Phone: 028 9033 6000

### You can get form SC1 from

- any Jobcentre Plus, or
- in Northern Ireland from the Department for Social Development
- your doctor's surgery or health centre, or
- a hospital.

### Where to get help and advice

- **If you work for an employer.**  
Get in touch with your HM Revenue & Customs office. It will be in The Phone Book under HM Revenue & Customs or Inland Revenue.
- **If you do not work for an employer.**  
Get in touch with your Jobcentre Plus. In Great Britain you can find the phone number and address on the advert in the business numbers section of The Phone Book. Look under Jobcentre Plus.

In Northern Ireland you can find the phone number and address in The Phone Book under Government of Northern Ireland, Department for Social Development.