

# Statutory Payments

## Statutory Sick Pay (SSP)

### Am I eligible for SPP?

To claim Statutory Sick Pay (SSP) the following requirements must be met:

- Be an employee of PayStream and have previously had a payment through PayStream
- Have been ill for at least 4 days in a row
- Earn at least £120 (before tax) per week
- PayStream made aware of sickness on the 1st day of the start of your sickness period

You will not be eligible for Statutory Sick Pay (SSP) under the following circumstances:

- You have received the maximum amount off SSP (28 weeks)
- You have taken 3 years or more 'linked periods' of sickness – 4 or more days of sickness happen within 8 weeks of each other
- You are getting Statutory Maternity Pay

### What documents are needed to assess my SSP claim?

In order to assess if you are eligible for Statutory Sick Pay we will need either a Fitness for Work note or an SC2.

- An SC2 form should be used if you are self-certifying for up to a week. An SC2 can be obtained through the following link: <http://www.hmrc.gov.uk/forms/sc2.pdf> and can be sent via post or email to [mail@paystream.co.uk](mailto:mail@paystream.co.uk).
- A Fitness for Work note which can be obtained through your doctor should be used if you are claiming sickness for over a week or have recently self-certified for an illness and wish to carry on claiming. Please be aware that we will need the original Fitness for Work note via post. An example of a Fitness for Work note can be seen below:

**Statement of Fitness for Work  
For social security or Statutory Sick Pay**

Patient's name: Mr, Mrs, Miss, Ms

I assessed your case on: / /

and, because of the following condition(s):

I advise you that:  you are not fit for work.  
 you may be fit for work taking account of the following advice:

If available, and with your employer's agreement, you may benefit from:  
 a phased return to work  amended duties  
 altered hours  workplace adaptations

Comments, including functional effects of your condition(s):

This will be the case for / /  
or from / / / to / / /

I will/will not need to assess your fitness for work again at the end of this period.  
(Please delete as applicable)

Doctor's signature: \_\_\_\_\_

Date of statement: / /

Doctor's address: \_\_\_\_\_

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## What happens next?

After assessing your SSP claim you will be either eligible or non-eligible.

**Non-eligible:** If you are not entitled to Statutory Sick Pay we will then fill out an SSP1 form in which you may use to claim support from alternative sources e.g. your local Jobcentre Plus office

**Eligible:** If you are eligible for SSP you will be paid up to £96.35 per week (subject to change) for up to 28 weeks. You will receive SSP for the days you would normally have worked which are usually a Monday to Friday. Also it is not paid for the first 3 days you are off, unless you have been paid SSP within the last 8 weeks and are eligible for a linked sick period.

Please be aware that SSP is paid weekly and is subject to Tax and National Insurance.

## What if I return to work before my period of sickness has ended?

If you are returning to work early you will need to send an email to [mail@paystream.co.uk](mailto:mail@paystream.co.uk) informing PayStream that you have returned to work. We will then pay SSP up to the day you returned to work and then cease payments.

If an overpayment is made we will contact you to recover the overpayment from your next available payment.