Department for Work & Pensions

Statutory Sick Pay and an employee's claim for benefit

Other ways to communicate with us

If you need braille, British Sign Language, a hearing loop, translations, large print, Easy Read, audio or something else, please contact us on 0800 169 0310.

If you use Relay UK dial 18001 followed by our telephone number.

If you live in Wales and want this form in Welsh call 0800 169 0207.

If you are an employer

You must fill in this form when an employee cannot get Statutory Sick Pay (SSP), or when an employee's SSP has come or is coming to an end.

The information you give will help the Department for Work and Pensions to decide on an employee's benefit application.

Please complete **If you are an employer, About your employee** and **Why you cannot get Statutory Sick Pay** of this form.

If you are an employer section
(Employer to complete)

When you have completed this form, you must give it to the employee.

For more information about SSP go to **www.gov.uk/employers-sick-pay**

Or you can contact HM Revenue and Customs Employer helpline on 0300 200 3200.

Medical information

Please send this form to your employee with any medical information they have given you which covers a period you cannot pay SSP for.

You can ask your employee to give you medical information as proof they cannot return to work if they are off for more than seven days.

Medical information can be a Statement of Fitness for Work, commonly known as a fit note (formerly known as sick note or doctor's note). Doctors, nurses, pharmacists, physiotherapists and occupational therapists can issue a fit note. Alternatively an employee can provide an Allied Health Professional (AHP) report, for example from a podiatrist or paramedic, if you, the employer, agree to accept this.

This medical information should state whether or not the employee is not fit for work or may be fit for work. Return medical information to your employee as they may need it for future benefit applications.

Please tick one of the following boxes

☐ I have enclosed medical information that covers a period I cannot pay SSP

☐ I have **not** enclosed medical information

If you are an employee

Your employer has given you this form because you cannot get SSP, or because your SSP is coming to an end.

You can find out the reasons why in **Why you cannot get Statutory Sick Pay** and what to do next in **Employee - what to do now**.

If you are an employer

I declare that the information I have given on this form is correct and complete as far as I know and believe.

I understand that if this employee has been getting SSP, I must continue to pay SSP up to and including the day before the date I have written in the **About your employee** section of this form.

01 **Employer's name**

02 **Employer's signature**

03 **Date**

04 **Position in firm**

05 **Phone number**

06 **Fax number**

07 **Email address**

08 **Employer's address**

Postcode

09 **Employer's stamp**

About your employee

(Employer to complete)

10 **Title**

For example Mr, Mrs, Miss, Ms or other

11 **Surname or family name**

12 **All other names, in full**

13 **Address**

Postcode

14 **National Insurance (NI) number**

15 **Clock, payroll or employee number**

16 **Tax reference number**

This is also known as the Employee PAYE reference.

17 **Have you been paying your employee SSP?**

☐ No

☐ Yes

Please tell us the start and end dates of the payment.

From

To

If payment has not ended yet, please tell us the date when it will end.

Why you cannot get Statutory Sick Pay

(Employer to complete)

You cannot get SSP on or after this date

This is because:

☐ You got Employment and Support Allowance during the last 12 weeks.

☐ Your contract of employment has ended or will be coming to an end.

☐ You became sick after your contract of employment ended.

Note for employee:
Your employer will have to pay you SSP if they ended your contract solely or mainly to avoid paying SSP.

☐ You will soon have been getting SSP for 28 weeks in a row.

Or, you have had SSP for 28 weeks in total, made up of separate times you were sick that were 8 weeks or less apart.

☐ Your earnings in the 8 weeks before your sickness absence began were £0.

☐ You are expecting a baby soon or you have just had a baby.

Note for employee:

- if you can get Statutory Maternity Pay (SMP), which is money paid by the employer to women for time off work to have their baby, you cannot get SSP during your 39 week maternity pay period
- if you cannot get SMP you may be able to get a benefit payment called Maternity Allowance (MA). If you can get MA, you cannot get SSP.

☐ You have been sick on and off for more than 3 years and you did not go back to work for more than 8 weeks before you were sick again. Each time you were sick, it was for 1 full day or more, or 4 full days or more if you were sick before 6 April 2026.

☐ You were away from work because of a trade dispute which started before the first day you were sick.

Note for employee:

- you may get SSP if you were already getting it when the dispute began
- you may get SSP if you can show you were sick and had no direct involvement in the dispute – for example this could be a strike, a walkout or a lockout.

☐ You were sick while in legal custody. Or you are now in legal custody or have been given a prison sentence.

☐ You were working outside the UK on the day you first became sick and your employer did not have to pay employer's class 1 National Insurance contributions on your earnings on that day.

☐ You have not started working for your employer yet.

☐ You did not tell your employer about your sickness.

Employee - what to do now

If you disagree with your employer's decision not to pay you SSP, ask your employer to explain it to you. If, after talking to your employer, you are still unsure about this decision you can visit **www.gov.uk/statutory-sick-pay** for more information.

Ask your employer for a reason if you think:

- their decision not to pay you SSP is wrong
- you are not getting the right amount of SSP.

If you still disagree, you can phone HM Revenue & Customs Statutory Payments Dispute team for advice. Telephone: 0300 322 9422

If you are still off work because of an illness or disability you may be able to get money and support:

- to help you get back to work, or
- if you are not able to work in the long term.

You may be able to apply for Universal Credit or get help with housing costs. Your employer will return any medical information they have to you for future benefit applications.

If you have paid enough National Insurance contributions, usually in the last 2 full tax years you may be able to apply for:

- New Style Jobseeker's Allowance
- New Style Employment and Support Allowance.

Please visit **www.gov.uk/browse/benefits** to find out more.

You could ask your family, or someone you know, if you can use their internet access. You can also get access to the internet in your local jobcentre.

If you need more information on what benefits you might be able to apply for, local welfare advice services, such as Citizens Advice, may be able to help you.

Please note, this form is not an application for benefit.

Further help and support

If you cannot apply for benefit online or you need further support you can:

For Universal Credit call:

- telephone: 0800 328 5644
- Welsh language: 0800 328 1744. Monday to Friday, 8am to 6pm.

For New Style Jobseeker's Allowance call:

- telephone: 0800 055 6688
- Welsh language: 0800 012 1888. Monday to Friday, 8am to 5pm.

For New Style Employment and Support Allowance call:

- telephone: 0800 055 6688
- Welsh language: 0800 328 1744. Monday to Friday, 8am to 5pm.

More information

Treating people fairly

We are committed to the Equality Act 2010 and treating people fairly. To find out more about this law, search 'Equality Act' on **www.gov.uk**

Call charges

Calls to 0800 numbers are free from personal mobiles and landlines.

How DWP collects and uses information

When we collect information about you we may use it for any of our purposes. These include:

- social security benefits and allowances
- child maintenance
- employment and training
- investigating and prosecuting tax credits offences
- private pensions policy and
- retirement planning.

We may get information about you from other parties for any of our purposes as the law allows to check the information you provide and improve our services. We may give information about you to other organisations as the law allows, for example to protect against crime.

To find out more about our purposes, how we use personal information for those purposes and your information rights, including how to request a copy of your information, please visit **www.gov.uk/dwp/personal-information-charter**

Official DWP social media channels

www.youtube.com/dwp

www.facebook.com/dwp

www.x.com/dwpgovuk

www.instagram.com/dwpgovuk

www.linkedin.com/company/dwp

DWP British Sign Language (BSL) videos

www.youtube.com/dwpsign