

Checklist and worksheet

What to do

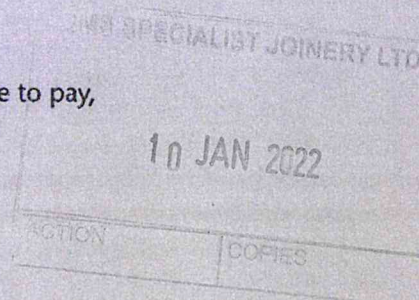
Part 1 is a self-certificate form and is for your employee to fill in.

Part 2 is a checklist for you to fill in and guides you through the steps you must take to pay, record and get back Statutory Sick Pay (SSP).

Use the checklist as a worksheet by filling in the answer spaces as you go.

You will also need:

- form SSP2 or your own SSP record form
- SSP Tables CA35, April 2001 edition, and
- SSP Manual for employers CA30, April 2001 edition.



Part 1 - to be completed by the employee

Full name

HARRY WILDMAN

National Insurance number

J N 7 4 6 2 9 9 D

Clock or payroll number

W I L H I

Reason for absence

Covid

First day of sickness

4 / 1 / 2022

Did you do any work that day?

Yes ☐ No ☒

Last day of sickness

7 / 1 / 2022

Did you see your doctor or go to hospital?

Yes ☐ No ☒

If 'Yes' did you get a sick note?

Yes ☐ No ☐

Signature

[Handwritten Signature]

Date

10 / 1 / 2022

Part 2 - to be completed by the employer

Notification and evidence of incapacity

- 1 If notification is made later than your rules specify, or later than the 7th calendar day, and you consider there was no 'good cause' for the delay, you can withhold SSP. See paragraph 27 of CA30.

Was notification in time?

Yes ☐ Go to step 2
No ☐

How many days SSP are you withholding?

- 2 If you believe the incapacity is not genuine, you can refuse to pay SSP. See paragraph 31 of CA30.

Do you believe the incapacity is genuine?

Yes ☐ Go to step 3
No ☐ Tell your employee why you will not be paying them SSP.