

STATUTORY SICK PAY SCHEME (SSP)

The Policy

When Employees are absent from work on sick leave, they may be entitled to sick pay. We wish to support our staff through periods of ill health.

The Policy In Operation

Statutory Sick Pay (SSP)

All Employees are entitled to payment of SSP in respect of absences on the grounds of ill health, subject to them meeting the relevant qualifying conditions. The main qualifying conditions are that:

- The Employee does not earn a wage below the threshold for paying NIC
- The Employee has commenced work with the Company; and
- The Employee has not received their maximum entitlement to SSP in the last three years

Note that SSP is only payable in relation to SSP payments or qualification; they should contact the Human Resource Department.

If the employee's average weekly earnings are less than the L.E.L, you cannot pay S.S.P and administration should issue form S.S.P1 to the employee.

The flow charts held in administration determine all of the above and are available for your perusal.

S.S.P Termination

The K.L.C.T will usually stop paying S.S.P once

- The employee returns to work
- The employee has been off sick for 28 weeks, we will then have to fill in form S.S.P1 and send it to the employee without delay

The employee will need to use the form S.S.P1 to claim Incapacity Benefit from the local Jobcentre Plus or Social Security Office.

These are the basic guidelines for claiming S.S.P and form the criteria for payment of same. Further information is available from the Office Manager or administration department.