



Sickness Benefit

Should you fall ill for four consecutive days, we will administer Statutory Sick Pay (SSP) in accordance with Government guidelines. Please speak to the Payroll Team for more information.

If you are in any doubt as to your entitlement, please refer to HM Revenue & Customs' website at www.hmrc.gov.uk. Some state credits and benefits are calculated according to your earnings which are liable to NI. Please note that your earnings, which are liable to NI, will be reduced if you are claiming expenses each week / month and this may affect the amount of benefits you receive.

How do you claim?

You must telephone on the first day of sickness absence to say what is wrong with you and when you expect to return.

If you are unable to advise us of your expected day of return at the time of first notifying of your sickness absence, then please telephone every day of your absence until you can. We must know at all times when to expect you back.

Please contact us for a Sickness Notification Form on 0845 4747 001.