

## Working Out Statutory Sick Pay (SSP) for Your Carer

Does your carer usually earn more than the lower earnings limit, as laid out by HMRC (Check with the Payroll Bureau)

YES

NO

The first three days your carer is sick they will get NO pay.

Is your carer still sick on the fourth day? (weekends, non-working days and bank holidays are included)

YES

NO

Your carer does not need to provide a sick note from their Doctor for the first 7 days of sickness. For the first 7 days, they must provide a 'self certification' form (SC2). These forms are available from GP surgeries or your local Penderels Trust office.

YES

NO

Your carer is entitled to the statutory payment, as per HMRC guide lines.

Put "Sick Pay" on the timesheet for every day they are off sick. Do you have enough money in your Direct Payment account to pay the sick pay as well as other carer's wages etc?

YES

NO

Pay the sick pay in the same way as normal wages and the tax office will repay you a % of SSP paid out.

Contact your payroll bureau for advice, they will make contact with the office on your behalf.

Your carer is not entitled to Statutory Sick Pay

### Statutory Sick Pay:-

- Is not paid for the first three days of sickness
- Lasts for maximum 28 weeks in any 12 month period
- Is paid to all staff, even if they've only just started
- Is paid on the same day and in the same way as wages
- Is still paid if the carer needs to go into hospital
- Can be claimed from the first day of sickness if the carer is off again within eight weeks
- A % is paid back to you (the employer) by the tax office on your next tax bill