



SSP-Statutory Sick Pay – What you need to do!

- If you are working for us in an assignment and have an illness or injury where you will be off for a period of more than 4 days then please contact us ASAP, we can then ascertain if you will be entitled to SSP and send all the relevant forms out to you. We will not pay SSP until all forms are returned.
- Any temporary worker must be off sick for 4 days to qualify for SSP. No Payment will be made for the first 3 days of sickness.
- The weekly rate for SSP is £88.45.
- The Candidate will only be paid SSP for the days that they normally work.
- One condition for SSP to be paid is that you must notify 1st Choice about their sickness-within the 1st Choice's time limit, which is 1 hour before their assignment is due to commence.
- Whilst a Doctors Certification is not compulsory for the first seven days, we require a Doctor's note after this time. This needs to be signed and returned to Payroll in order for us to pay SSP.
- Not everyone will be eligible for SSP.
- Temporary workers cannot take holiday and SSP, nor can they be paid for a day's work and be paid SSP for that same day.

Procedure:

If you are certain to be off for over 3 days, call 1st Choice immediately and get a sick note to us.

If you have no sick note, you will need to complete an SC2 (available on line) and return to 1st Choice by the 4th day of sickness.

If your sickness is continued you will need a Dr's note after day 7 (weekends count) and this needs to be handed to 1st Choice immediately, we are unable to pay sick pay retrospectively.