

FACTSHEET 11:

Employee Sickness and Statutory Sick Pay:

If you choose to employ your own staff (PA's), there may be occasions when you have to pay statutory sick pay (SSP) to your employees if they are unable to work due to illness.

Employees may be entitled to SSP if they meet these qualifying conditions:

- Must earn at least the lower earnings limit for National Insurance Contributions, and,
- Have been incapable of work due to illness, for at least 4 consecutive days, including weekends and public holidays. (The first 3 days of illness are considered 'waiting days')

Here are the answers to some common questions you might find helpful.

What is Statutory Sick Pay (SSP)?

SSP is the amount you must pay, by law to an employee who has been absent due to illness and as a result has had their wages reduced.

How much is SSP?

The same weekly SSP rate applies to all employees, and this currently stands at £87.55 per week. However, the amount you must actually pay an employee for each day they are off work due to illness (the daily rate) depends on the number of 'qualifying days' they are contracted to work each week.

How long can SSP be paid?

The maximum liability to pay SSP is 28 weeks in one spell of sickness or 'linked periods' of illness.

What do I need to do when my PA goes off sick?

Contact Flintshire County Council in the first instance and we will advise you about what you need to do.



“ The support received from my case worker has been outstanding. ”

What should I ask my PA to provide if they go off sick?

For the first 7 days of illness, your employee can provide a self-certificate. This is a standard for that you can get from your payroll service provider. After that period, they must provide an official doctor's note. You should send these into your payroll service provider.

How does my PA get their SSP?

Contact your payroll service provider and inform them of the dates your employee has been off sick. They will make the necessary deductions for hours not worked and add the SSP they are due.

What if I am paying SSP to one PA and also paying wages to another PA for cover and I don't have enough money in my Direct Payments account?

In the majority of cases there will be sufficient funds in your direct payments account to cover all the wages. However, if there is a prolonged period of sickness where SSP is paid, or there are other circumstances that affect your ability to pay wages, please contact FCC, who will advise you in these circumstances.

Are payments of SSP subject to Tax and NI deductions?

Yes, generally, these payments are tax and NI deductible; however, if SSP is the only payment received during a period of sickness then no NI will be due.

Remember, if you are unsure, have any queries or need additional support, please contact the council for advice.

Direct Payments Support Service

Tel: 01352 701100

Email: dp.support@flintshire.gov.uk

“ I’m satisfied with the service but form filling isn’t my thing. ”

SIGNATURE