



Suitable person

2.8.2 Self-certification sickness form

Please complete this form when:

- You think you will be off work through sickness for more than two days.
- You return to work from a period of sickness, no matter how long you were off.

When you've filled in the form, email it to the Manager as it will help them decide if you are eligible for SSP. Please keep a copy for your own information.

Name:		
Dates of sickness (i.e. if the illness started over a weekend, or while on holiday)		
From:	Time:	Date:
To:	Time:	Date:
Dates of absence from work		
From:	Time:	Date:
To:	Time:	Date:
Did you inform the Manager by 7:00am on your first day of absence?		
Details of sickness or injury:		
Have you consulted a medical practitioner?	Yes No	





If yes, please give details of doctor's name, address, date of visit, treatment received and any ongoing treatment.	
Declaration	
<p>I certify that I am / was incapable of work because of my sickness/injury on the dates shown above and that this information is true and accurate.</p> <p>I acknowledge that false information will result in disciplinary action.</p> <p>I hereby give my employer permission to verify the above information.</p> <p>Employee's signature:.....</p> <p>Date:</p> <p>Manager's signature:.....</p>	

How you will receive SSP if you are eligible

If you are eligible for SSP, you will be paid in the same way you are usually paid your wages. If you aren't eligible for SSP, we will send you form SSP1 to tell you why. You can use form SSP1 to support a claim for Employment and Support Allowance.

Other help while you are sick

You can get more information about other help while you are sick from the government's leaflet [DWP014, 'Help if you're ill or disabled'](#).

If you don't have much money coming in while you are sick, you may be able to get a Social Security benefit. For more information, you should contact any Jobcentre Plus office or go to www.gov.uk.

Penalties from HMRC

HMRC may charge penalties where a person, either fraudulently or negligently, gives incorrect information or makes a false statement or declaration for the purpose of claiming SSP.

