

Employer *

STATUTORY SICK PAY

ESSENTIAL INFORMATION YOU MUST PROVIDE FOR EACH EMPLOYEE CLAIMING STATUTORY SICK PAY

Employee 1

First Name(s) *

Please enter all first names

Last Name *

Unavailability to work began and ended on:

Start Date *

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day		Month		Year			

Enter a non-working day if that was the day the illness began

End Date *

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day		Month		Year			

or

Still unavailable

Please mark the normal working days for this employee with an 'X' *

Sat	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please confirm you have retained the original doctor's fit note (formerly sick note) for the period of absence if more than seven days: *

Yes

No

Please enter an "X"

Employee 2

First Name(s) *

Please enter all first names

Last Name *

Unavailability to work began and ended on:

Start Date *

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day		Month		Year			

Enter a non-working day if that was the day the illness began

End Date *

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day		Month		Year			

or

Still unavailable

Please mark the normal working days for this employee with an 'X' *

Sat	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please confirm you have retained the original doctor's fit note (formerly sick note) for the period of absence if more than seven days: *

Yes

No

Please enter an "X"

PAYROLL CALENDAR

HMRC Payments

19th HMRC Cheque payment due
22nd HMRC BACS payment due

April 2013								May 2013								June 2013								
Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
52			1	2	3	4	5	4						1	2	3	9	1	2	3	4	5	6	7
1	6	7	8	9	10	11	12	5	4	5	6	7	8	9	10	10	8	9	10	11	12	13	14	15
2	13	14	15	16	17	18	19	6	11	12	13	14	15	16	17	11	15	16	17	18	19	20	21	22
3	20	21	22	23	24	25	26	7	18	19	20	21	22	23	24	12	22	23	24	25	26	27	28	29
4	27	28	29	30				8	25	26	27	28	29	30	31	13	29	30						

July 2013								August 2013								September 2013								
Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
13			1	2	3	4	5	17						1	2	22			1	2	3	4	5	6
14	6	7	8	9	10	11	12	18	3	4	5	6	7	8	9	23	7	8	9	10	11	12	13	14
15	13	14	15	16	17	18	19	19	10	11	12	13	14	15	16	24	14	15	16	17	18	19	20	21
16	20	21	22	23	24	25	26	20	17	18	19	20	21	22	23	25	21	22	23	24	25	26	27	28
17	27	28	29	30	31			21	24	25	26	27	28	29	30	26	28	29	30					
								22	31															

October 2013								November 2013								December 2013								
Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
26				1	2	3	4	30							1	35			1	2	3	4	5	6
27	5	6	7	8	9	10	11	31	2	3	4	5	6	7	8	36	7	8	9	10	11	12	13	14
28	12	13	14	15	16	17	18	32	9	10	11	12	13	14	15	37	14	15	16	17	18	19	20	21
29	19	20	21	22	23	24	25	33	16	17	18	19	20	21	22	38	21	22	23	24	25	26	27	28
30	26	27	28	29	30	31		34	23	24	25	26	27	28	29	39	28	29	30	31				
								35	30															

January 2014								February 2014								March 2014								
Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
39					1	2	3	44	1	2	3	4	5	6	7	48	1	2	3	4	5	6	7	
40	4	5	6	7	8	9	10	45	8	9	10	11	12	13	14	49	8	9	10	11	12	13	14	
41	11	12	13	14	15	16	17	46	15	16	17	18	19	20	21	50	15	16	17	18	19	20	21	
42	18	19	20	21	22	23	24	47	22	23	24	25	26	27	28	51	22	23	24	25	26	27	28	
43	25	26	27	28	29	30	31									52	29	30	31					

April 2014							
Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri
52				1	2	3	4
53	5						