**Statutory Sick Pay Scheme Record Form**

Records of statutory sick leave must be kept by the employer for a period of four years.

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| **Date of Discussion** |  |
| **Name** |  |
| **Department** |  |
| **Person Conducting Discussion** |  |

|  |  |  |
| --- | --- | --- |
| **Date of Absence** | **From:** | **To:** |

|  |  |
| --- | --- |
| **Employee Start Date** |  |
| **Medical Cert Received Y/N:**  **\*\*Cert required to obtain SSP Day 1\*\*** |  |
| **SSP Start Date:** | **SSP End Date (inclusive):** |
| **Rate of Payment**  **\*\*70% of Wage up to maximum €110 per day\*\*** |  |
| **Fit to Return to Work Y/N** |  |
|  |  |