

**Casual Staff Sickness Self Certification Form**

(For sickness absence of 7 days or less)

In order to comply with specific H&S requirements (i.e. food hygiene) and also to calculate whether you are eligible for statutory sick pay, this form should be completed by a casual member of staff **before** returning to work after any period of absence due to sickness or injury (even if you also have doctor's certificate / fit note).

It should be sent to [suhrteam@su.rhul.ac.uk](mailto:suhrteam@su.rhul.ac.uk) and you should make sure you also copy in your line manager.

Name	
Job Title	
Team	

What date did your sickness begin?	
What date did your sickness end? (Include Saturday and Sunday where the absence spans over a weekend)	
What date did you last work before your sickness began?	
How many shifts did you miss?	
Reason for absence (please specify the nature of your illness/symptoms – 'illness' or sickness' is not sufficient in specifying the nature of your illness)	
Was your sickness caused by an accident at work?	
Signature:	
Date:	

To be considered for payment of SSP casual staff must have:

- fully complied with the RHSU notification procedures
- been sick for 4 or more days in a row (Period of Incapacity for Work)
- have average earnings in the 8 weeks prior to their last pay period that are not less than the lower earnings limit - in 2020/21 this is £120 per week (Reference Period)

Please note that:

- You will automatically **not** qualify for SSP if you have **not** been sick for 4 or more days in a row.
- Only days when you were due to work but were unable to because of sickness will qualify.
- The first 3 missed days of work are known as Waiting Days. The 4<sup>th</sup> missed day of work onwards, when SSP may be payable, are known as **Qualifying Days**.
- If SSP is payable, it will only be paid for days when you were expected to work.
- If the above criteria applies to you, your absence will be entered onto our SAGE payroll system, which will calculate your entitlement to SSP. This will be paid in your next payslip due.