

VIAMED Ltd

Company Personnel Manual

Section 29. Medical Certificates

Sick pay

What are the regulations regarding notification of absence?

These are found in the Statutory Sick Pay (SSP) Regulations. However, it is sensible for companies to have their own rules about notification. These could include the method, timing and frequency of contact required, the person to notify, where to send in medical certificates, any rules concerning self-certification and also what is likely to happen if these rules are not complied with.

Under the SSP regulations, certification is normally required from the fourth day of absence onwards. Self certification is required for periods of up to one week and medical certificates for longer than this.

Employers may have their own rules which require self certification for all sickness absence and this may well be appropriate where there is a company sick pay scheme. Some employers require medical certificates for all sickness absence but this is likely to be costly for employees as most doctors will charge for this service.

Where can you get information on Statutory Sick Pay (SSP)?

Your local Department of Social Security Office will be able to give you information. A quick guide to SSP is given in the leaflet N1268.