



# Statutory Sick Pay (SSP) Changes Checklist

## Helping employers prepare for the April 2026 rule changes

Significant updates to Statutory Sick Pay (SSP) are coming into force in **April 2026**. To help you get ready, our checklist is designed to help employers of all sizes plan ahead - from understanding the new SSP rules to updating payroll systems, policies, and employee communications.

### 1. Understand the New SSP Rules

- Review the updated SSP rate and qualifying conditions. ☐
- Note any changes to waiting days, eligibility criteria, or the maximum payment period. ☐
- Check if the new rules affect part-time or irregular-hours staff differently. ☐

### 2. Update Payroll & HR Systems

- Adjust payroll software to reflect the new SSP rate and entitlement dates. ☐
- Ensure National Insurance contributions and tax deductions are correct. ☐
- Test the system before the changes take effect to prevent errors. ☐

### 3. Review Employee Eligibility

- Confirm eligibility requirements for all staff under the new rules. ☐
- Ensure contracts of employment reflect the current qualifying conditions. ☐
- Check any enhanced company sick pay schemes remain compliant. ☐

### 4. Update Policies & Staff Handbook

- Revise your sickness absence policy to reflect new SSP rules. ☐
- Clearly outline employees' notification procedures and evidence requirements (fit notes, self-certification). ☐
- Communicate changes to all staff before the new rules take effect. ☐

### 5. Manager & HR Training

- Brief line managers on SSP changes and eligibility. ☐
- Create template letters or forms for SSP notification and approvals. ☐
- Train managers on how to handle absences consistently and fairly. ☐

## 6. Communication to Staff

- Send a clear update to employees on SSP entitlements and how to claim.
- Update your staff handbook or HR portal.
- Provide a point of contact for staff queries.

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## 7. Recordkeeping & Evidence

- Maintain accurate absence records for each employee.
- Keep copies of fit notes/self-certification forms for compliance.
- Regularly audit records to ensure accuracy and GDPR compliance.

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## 8. Review Absence Management Processes

- Ensure return-to-work interviews or welfare checks are still in line with policy.
- Track absence trends to identify any issues early.
- Align with health & safety duties (especially for long-term absences).

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### Final Step

- Schedule regular reviews of your SSP policy and payroll settings.
- Seek HR/legal advice if unsure about how the changes affect your business.

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## Need Help?

Our HR experts can help you review your SSP policies, update documentation, and deliver training, HR Surgeries or Q&A's ahead of the Employment Rights Bill 2026.



**Contact HR:4UK today** to stay ahead of the changes and protect your business.



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