



# 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.

### 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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