



Statutory Sick Pay (SSP)

Eligibility Checklist

Reflecting SSP changes from April 2026

This checklist is designed to help employers assess Statutory Sick Pay (SSP) eligibility following the SSP reforms taking effect from April 2026 as part of the new Employment Rights Act 2025, including changes to waiting days and wider eligibility.

Employment Status

- The individual is an employee or eligible worker
- The individual has started work under their contract
- The individual is not genuinely self-employed

Earnings and Eligibility

- The employee meets the qualifying criteria for SSP under the updated rules
- Eligibility has been assessed using current payroll information
- Any updated eligibility thresholds or requirements have been applied

Period of Sickness

- The employee has reported sickness in line with company procedures
- The period of sickness has been recorded correctly

Day-One SSP Entitlement (April 2026 Change)

- SSP entitlement has been considered from the first qualifying day of sickness
- Waiting days are no longer applied under the updated rules
- Payroll processes reflect day-one SSP eligibility where applicable

Certification Requirements

- The employee has completed self-certification for short absences (where applicable)
- A fit note has been provided for longer absences if required

Maximum SSP Period

- The employee has not reached the maximum SSP payment entitlement
- Previous sickness absences and linked periods have been reviewed

Payment Arrangements

- SSP entitlement has been calculated correctly
- SSP is processed through payroll
- Records of SSP payments are retained

Record Keeping

Employers should keep clear records of:

- Sickness dates
- SSP payments
- Qualifying days
- Fit notes
- Linked absences

Next Steps

If an employee is not eligible for SSP:

- Confirm the decision in writing
- Provide the appropriate SSP notification form where required
- Signpost the employee to further support if appropriate

IMPORTANT NOTE

SSP rules are subject to legislative change. Employers should ensure policies, payroll processes, and manager guidance reflect the April 2026 SSP reforms.

This checklist provides general guidance only and does not constitute legal advice.

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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