

Statutory Sick Pay (SSP) – Frequently Asked Questions

For PAYE Agency Workers

1. Am I employed by Scantec?

Not in the traditional sense.

If you work through Scantec on a PAYE basis, you are engaged under a **Contract for Services as a worker**, rather than under a contract of employment (Contract of Service) as an employee.

This means you have **worker status**, not employee status. However, for PAYE and statutory payment purposes, Scantec is responsible for assessing your eligibility for and administering Statutory Sick Pay (SSP) where you meet the statutory qualifying conditions.

2. Can agency workers receive SSP?

Yes.

PAYE agency workers may qualify for SSP provided they meet the statutory eligibility criteria.

- Workers paid through an umbrella company should contact their umbrella employer regarding sick pay.
 - Limited company contractors (PSCs) and self-employed workers are not entitled to SSP from Scantec.
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3. What should I do if I am sick?

You must:

- Notify both your Scantec consultant **and** the client as soon as possible, preferably before your normal start time.
- Tell us the reason for your absence and, where possible, your expected return date.
- Keep both Scantec and the client informed if your sickness continues.
- Provide medical evidence where required.

Failure to follow the sickness reporting procedure may affect your entitlement to SSP were permitted by law.

4. What do I need to do to be eligible for SSP?

To be considered for Statutory Sick Pay (SSP), you must:

- Be unable to work because of your own illness.
- Have undertaken work under your engagement with Scantec before your sickness absence.
- Report your sickness to Scantec in accordance with our sickness reporting procedure and within the required timescales.
- Provide a Fit Note or other appropriate medical evidence where required.
- Continue to meet the statutory eligibility conditions throughout your sickness absence.

Eligibility is assessed in accordance with the Statutory Sick Pay legislation, and each case is considered individually.

5. Do I need a Fit Note?

For the **first 7 calendar days** of sickness, you can normally self-certify.

The 7 days are calendar days and include weekends, bank holidays and any days you were not due to work.

If your sickness continues **beyond 7 calendar days**, you will normally need to provide a Fit Note (Statement of Fitness for Work) from your GP or another authorised healthcare professional from **day 8 onwards**.

Example: If you become sick on a Monday, Monday to Sunday counts as the first 7 calendar days. If you are still unable to work on the following Monday (day 8), you will normally need to provide a Fit Note.

6. How much SSP will I receive?

SSP is a statutory payment set by the Government and the rate is reviewed each tax year.

7. When does SSP start?

SSP is payable in accordance with the legislation in force at the time of your sickness absence. Your entitlement will be assessed once you have reported your sickness and we have confirmed you meet the statutory qualifying conditions.

8. Who pays SSP?

Where you qualify, SSP is paid by Scantec because we operate your PAYE payroll and are responsible for administering statutory payments.

Receiving SSP does **not** change your contractual status or create a contract of employment.

9. Does SSP continue after my Project Schedule ends?

Your entitlement to SSP is linked to your engagement with Scantec.

If your Project Schedule ends while you are absent due to sickness, your engagement will normally end on the scheduled end date and any entitlement to SSP will normally end at that point.

Each case is assessed individually in accordance with the Statutory Sick Pay legislation.

Further Information

For the latest guidance, please visit:

- Statutory Sick Pay (Overview): <https://www.gov.uk/statutory-sick-pay>
 - SSP Eligibility: <https://www.gov.uk/statutory-sick-pay/eligibility>
 - Agency Workers and SSP: <https://www.gov.uk/guidance/statutory-sick-pay-how-different-employment-types-affect-what-you-pay#agency-workers>
 - Fit Notes: <https://www.gov.uk/taking-sick-leave>
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Important: This document provides general guidance only. Statutory Sick Pay is governed by legislation, and entitlement depends on your individual circumstances. Where there is any conflict between this guidance and the relevant legislation, the legislation will take precedence. If you have any questions regarding your entitlement, please contact the Scantec Payroll Team on contracts@scantec.co.uk.