



PENINSULA



# Statutory Sick Pay

Template letter to share with your employees informing them of the new SSP scheme coming into effect on 1<sup>st</sup> January 2023

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

As you may be aware, the Government has introduced a new Statutory Sick Pay (SSP) Scheme which will entitle you to receive 70% of your normal daily wages during absences due to illness (subject to a maximum of €110 per day of absence).

As a qualifying employee, you will be entitled to receive this payment during any absence due to illness once the scheme comes into effect on 1 January 2023.

Although your entitlement to SSP is limited to three days, you may be entitled to receive Illness Benefit from the Department of Social Protection for any longer periods of absence if you have made the required number of social insurance (PRSI) contributions. Illness Benefit is payable for a maximum of two years and the rate of payment will depend on your average weekly earnings.

To qualify for SSP payments, you must provide your manager with a medical certificate from your GP confirming the nature of your illness and that you are not fit for work on the relevant dates.

If you have any questions about this matter, please do not hesitate to contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*