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STATUTORY INSTRUMENTS

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**1982 No. 894**

**The Statutory Sick Pay (General) Regulations 1982**

**Time and manner of notification of incapacity for work**

7.—(1) Subject to paragraph (2), notice of any day of incapacity for work shall be given by or on behalf of an employee to his employer—

- (a) in a case where the employer has decided on a time limit (not being one which requires the notice to be given earlier than the end of the first qualifying day in the period of incapacity for work which includes that day of incapacity for work) and taken reasonable steps to make it known to the employee, within that time limit; and
- (b) in any other case, on or before the seventh day after that day of incapacity for work.

(2) Notice of any day of incapacity for work may be given later than as provided by paragraph (1) where there is good cause for giving it later, so however that it shall in any event be given on or before the 91st day after that day.

(3) A notice contained in a letter which is properly addressed and sent by prepaid post shall be deemed to have been given on the day on which it was posted.

(4) Notice of any day of incapacity for work shall be given by or on behalf of an employee to his employer—

- (a) in a case where the employer has decided on a manner in which it is to be given (not being a manner which imposes a requirement such as is specified in paragraph (5)) and taken reasonable steps to make it known to the employee, in that manner; and
- (b) in any other case, in any manner, so however that unless otherwise agreed between the employer and employee it shall be given in writing.

(5) The requirements mentioned in paragraph (4)(a) are that notice shall be given—

- (a) personally;
- (b) in the form of medical evidence;
- (c) more than once in every 7 days during a period of entitlement;
- (d) on a document supplied by the employer; or
- (e) on a printed form.