

# CONTRACTOR FAQ'S STATUTORY PAYMENTS

**Please note the below relates to PAYE workers only. Limited Company Workers or Workers working through an Umbrella company receive their holiday and statutory pay through their own Limited Company.**

## **Maternity Pay**

To ensure you receive your statutory maternity pay (SMP) we can as per HMRC guidelines receive a copy of MATB1 forms (Maternity Certificate). These need to be e-mailed to [ukpayrollcontrol@hays.com](mailto:ukpayrollcontrol@hays.com) or they can post the original to, Hays Specialist Recruitment, Payroll Control, 40-44 Coombe Road, New Malden, Surrey, KT3 4QF.

They must contain the doctor's stamp or signature of the midwife and pin number.

You will have to have to have been continuously working for 26 weeks going into your Qualifying Week. If there are any breaks during the 26 weeks due to no work found you will still qualify for SMP.

However, you must give 28 days' notice before SMP is due to start.

You have to:

- have an average Weekly Earnings which is not less than the lower earnings limit, the LEL is £113 in the 2017-2018 tax year.
- still be pregnant at the start of the 11th week before the week the baby is due, or have had the baby by then.

Your first 6 weeks of payment is worked out at 90% of your average weekly earnings and then 33 weeks at the lower rate of SMP £140.98 (This will change each tax year)

If you earn less than the £140.98 but more than £113.00 we will pay the whole 39 weeks at 90% of your average weekly earnings, if the earnings are under £113.00, then we would send an SMP1 form out to you so you can claim through your local JobCentre Plus.

If you do not meet the qualifying conditions we will then complete an SMP1 form and return this with the MATB1 certificate to you (and keep a copy of the MATB1 and SMP1 form for our records).

## **Paternity Pay**

To claim Statutory Paternity Pay you will need to complete an SC3 form. SPP is payable for one week or two weeks only. SPP rate of pay is £140.98 per week (this will change each Tax year) and is paid weekly.

To qualify you would need to have worked 26 continuous weeks going into your qualifying week. No holiday can be taken in the same pay week as SPP.

We will then check to see if you qualify for SPP. If not we will send you a form called an SPP1, to enable you to claim SPP through your local JobCentre Plus.

If you qualify you will receive a qualifying letter and must contact us as soon as the baby is born with confirmation of the birth date via e-mail.

### **Sick Pay**

Sick notes can be sent to [ukpayrollcontrol@hays.com](mailto:ukpayrollcontrol@hays.com) or via post to Hays Specialist Recruitment, Payroll Control, 40-44 Coombe Road, New Malden, Surrey, KT3 4QF. The sick certificate must have been signed by the doctor and all employee information must be filled in.

To qualify for SSP you need to have worked under your contract.

The first three days of sickness are waiting days and payment will not be made for these days.

Payment is made weekly via the payroll, this amount is £17.87 per day or £89.35 per week. Payment continues until the end date of the sick note, or until the max 28 weeks is reached. If you are off for the maximum of 28 weeks, an SSP1 form will be sent to you so you can claim the rest of your sick pay through your local JobCentre plus.

**If you are not sure on any of the above, have any other questions, or aren't sure who you need to speak to please use the chat box on the [Contractor Support Frequently Asked Questions page](#).**