

Instructions for employers on completing sick pay claim form.

- Return this form with the claimant's medical certificate to the address below.
- When the initial claim has been paid we will send you a continuous claim form (SP2) for you to complete.
- ! If the claimant is still absent from work, you must complete the SP2 form and return it to CWSPT with any further medical evidence.
- ! No further payment will be made until you have returned both the SP2 form and current medical evidence to CWSPT.

B TO BE COMPLETED BY THE EMPLOYER

Please return this form to CWSPT together with the claimant's doctor's certificate or a copy of a Social Welfare Medical Certificate.

1st day of illness/injury: ___ / ___ / ___ CWPS Member ID No: _____

Has he/she returned to work? Yes ___ No ___ Nature of illness/injury (if known): _____

If yes, please state date of return: ___ / ___ / ___ Nature of illness/injury (if known): Yes ___ No ___

Date employee joined firm: ___ / ___ / ___ Is the employee still in your Yes ___ No ___
employment?

If not, please provide date the ___ / ___ / ___
employment was terminated.

Give inclusive dates of any holidays (public or annual)
occurring during period of illness/injury: from ___ / ___ / ___ to

Company name: _____

CWPS Employer ID no: _____

Work address: _____

Telephone: _____ Email address: _____

Employer signature: _____ Date: ___ / ___ / ___

Employer's Stamp:

Notes - General

1. Under the Rules of the Scheme, no benefit is payable for the first three working days of any period of illness and the maximum benefit payable is for 50 working days per year.
2. Benefit is not payable during official Construction Industry holiday periods, however, if the employer was open for business and work was available had the claimant not been sick we will need a letter from the employer to confirm this.
3. If the claimant was attending a SOLAS course for a certain period of time before the onset of illness, we will need a letter from the employer confirming the dates that the claimant attended the course.
4. Sick pay benefit is not payable for weekends and/or Public holidays.
5. For further information, please visit our website (www.cwspt.ie).

Please return completed forms to: Construction Workers' Sick Pay Trust (CWSPT), Linden House, 4 Clonskeagh Square, 4 Clonskeagh Square, Clonskeagh Road, Dublin 14, D14 FH90 | t: (01) 497 7663 | e: sickpay@cwspt.ie | w: www.cwspt.ie