

SICKNESS BENEFIT APPLICATION FORM



Please read the guidance notes overleaf before completing this form.

Your details										
Name	Membership number									
Date of birth	Employer									
Email	Telephone									
Home address and postcode										
About your sickness										
Nature of illness or injury?										
Lower rate benefit Claim if you have not lost pay	Higher rate benefit Claim if you have lost at least 25% of your pay									
First date absent	First date absent									
Last date absent	Last date absent									
or is your illness ongoing? Yes <input type="checkbox"/>	or is your illness ongoing? Yes <input type="checkbox"/>									
Stamp to be completed by your employer or doctor	Evidence you must send with this form: <input type="checkbox"/> At least one document from list A; and <input type="checkbox"/> At least one document from list B									
We require proof for (a) reason of absence and (b) duration of absence. A completed form which has been signed and stamped by an employer or doctor will suffice for lower rate sickness benefit. If not possible please send in sick notes or a letter from your employer for the whole duration of absence.										
A (Proof of Reason of Absence)	B (Proof of duration and reduction of pay by 25% or more)									
<input type="checkbox"/> Sick notes <input type="checkbox"/> Letter from a medical professional <input type="checkbox"/> Letter from your employer stating reason for absence (see guidance notes)	<input type="checkbox"/> Letter from employer stating dates of absence and pay summary (see guidance notes) <input type="checkbox"/> Copies of Payslips o One at full pay o Your first payslip* o Your last payslip* *which show you have had a reduction of 25% or greater in pay.									
Name	Position									
Signature	Date									
Your bank details for the payment of your benefit										
Direct Credit is the electronic funds transfer service offered by all the major banks and building societies. These payments are sometimes referred to as automated credits, credit transfers or BACs payments. Direct Credit allows money to be transferred directly from one bank account to another, and guarantees arrival on the date specified.										
Bank name:	Name on Account:									
Bank address:	Account number: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									
Postcode:	Sort code: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> - <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> - <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									
Your declaration										
I have been absent from work and the information I have given is correct and true.										
Signature.....		Date.....								
For office use only										
Processed by	LR period	LR amount								
Date processed	HR period	HR amount								

Weekly Sickness Benefit rates table

Membership level	Lower Rate	Higher Rate
Enhanced Full Time	£10 per week / £2 per day	£25 per week / £5 per day
Enhanced Part Time	£5 per week / £1 per day	£12.50 per week / £2.50 per day
Enhanced Low Pay	£10 per week / £2 per day	£25 per week / £5 per day
Enhanced Apprentice	£10 per week / £2 per day	£25 per week / £5 per day
Basic Full Time, Part Time, Low Pay and Apprentice	not available	not available
All other memberships	not available	not available

What is Sickness Benefit?

Sickness Benefit is a financial benefit for Enhanced members of Unite who have been absent from work due to ill health or injury. This was previously known as incapacity benefit.

Do you qualify?

A policy and guidance document is available online: <https://unitetheunion.org/why-join/member-offers-and-benefits/member-offers/enhanced-membership-benefits/>

You can claim Sickness Benefit if:

- you have been absent from work due to ill health or injury for more than 14 days; and
- you were an Enhanced member when the sickness started; and
- have paid for the Enhanced membership for 26 weeks before the first day in which you are claiming and for the duration of your claim; and
- The total number of weeks claimed for a single illness/injury does not exceed 51 weeks in total across your membership; and
- your membership is not in arrears or lapsed.

Guidance Notes for periods of absence on or after 1st January 2019

- You can claim the Lower rate if you have not lost any pay or any reduction is less than 25%.
- You can claim the Higher rate if your pay reduces by more than 25%, you must provide evidence. Please note that a letter from your employer stating proof of reason of absence, proof of duration and reduction of pay by 25% will count as sufficient evidence as “A and B” evidence.
- You can split your claim between the Lower and Higher rates, to a maximum of 51 weeks.
- If you claim all 51 weeks benefit, then your benefit is exhausted. You can claim again for a new period of absence, 52 weeks after the end of your last claim.
- We do not pay benefit for the first 7 days of your absence and there is a minimum claim of greater than 5 days.
- You can only claim for a period of absence within the last 52 weeks.
- We do not pay for any fees that your doctor may charge.
- If your absence from work is longer than 52 weeks and you are still employed but on no pay your membership subscriptions may be waived for up to three years (as long as you continue to meet the criteria). If you are in still in receipt of pay and it has been reduced by 50% or more or you are just in receipt of Statutory Sick Pay (SSP) you may be able to claim Reduced Income Benefit after your sickness claim. Please call your local office for more details or visit the website listed above.
- Payment will be made directly into your bank account. We do not send cheques.

Did you know?

Unite offer a range of free legal services to its members including personal injury claims. If you have been injured in an accident, in the workplace on the road or elsewhere, and wish to receive advice regarding a legal claim please call on **0800 709 007**. We also offer our members **Free Debt Advice**. If you require this service call **0800 389 3431** for free.

Do you drive for a living?

Unite DriverCare has been developed to provide benefits for drivers whose livelihood is affected by the permanent loss of their professional licence as a result of illness or injury. To find out more information please visit www.unitedrivercare.org.uk or call **01708 339046**.

Data Protection

All data and information that we request is necessary for us to administrate and assess your eligibility for sickness benefit, to keep our database as accurate and up to date as possible and allows us to contact you should there be an issue with your benefit application. For details as to how Unite will process your data please see Unite the Union's up to date privacy notice at <http://www.unitetheunion.org/legal-information/privacypolicy/> or contact your regional office for a copy.