

Instructions – Short-term statistics on sick pay

Information on how to handle transfer of ownership or other change

If you are not going to have any employees during the year, please inform Statistics Sweden thereof. Please also notify Statistics Sweden of any new name, corporate identity number or other change.

Has any employee been ill with sick pay or been ill with a qualifying pay deduction made during the month?

If Yes, check the box and continue to fill out the form.

If No, check the box and send in the form.

The following employees have been ill with sick pay (until the 14th sick day, inclusive) or been ill with a qualifying pay deduction made during the month.

Personal identity number

Note that the personal identity number is entered as 12 digits when reporting using the online form, but as 10 digits when reporting using the paper form.

First day of sick-pay period

The first day of the sick-pay period is usually the day for which a qualifying pay deduction was made.

Last day of sick-pay period

The last day of the sick-pay period is the final day of sick pay before the employee returns to work or the case has been transferred to the Swedish Social Insurance Agency (Försäkringskassan). Remember the relapse rules, which apply when a person relapses into illness within five days after another instance of illness. Such instances of illness shall be reported as one consecutive instance of illness.

Number of working days with sick pay including the day for which a qualifying pay deduction was made

Enter *Days with sick pay including the day for which a qualifying pay deduction was made* for the stated sick-pay period concerned. *Full days* are when the individual has been absent for a full working day. *Part of a day* is entered if the individual went home during his/her working day, with absence counted as the number of parts of days and not the number of hours (irrespective of the percentage of full-time hours the employee works). A day for which a qualifying pay deduction was made can be part of a day if the individual went home during the day, but also a full day if the individual called in sick in the morning and was not present at work.

If an instance of illness does not conclude at the end of the month, but continues into the following month, the instance of illness can be reported in full if the last day of the instance of illness is known. If the last day of the instance of illness is not known on the reporting date, the instance of illness is divided into two parts. Enter the known information for the sick-pay period on the current form. On next month's form, the remaining information about the instance of illness is added; that is to say, the first day entered of the instance of illness is the day following the *Last day of sick-pay period* entered on last month's form. The fields *First day of the sick-pay period* and *Last day of the sick-pay period* must therefore always contain data.

Correction entry

If incorrect data has been submitted in prior reporting, this can be corrected using the correction entry box. Enter the data that was incorrect and check the correction box. Fill in the correct data on the following line.