

Why I cannot pay you SAP

Employee's surname

Other names

National Insurance number

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Address

Postcode

Why I cannot pay you SAP

I have ticked the box that applies to you.

I cannot pay you SAP. I have ticked one (or more) of the boxes overleaf to tell you why.

I cannot pay you any more SAP after the week which ends on

I have ticked one of the boxes overleaf of this letter to tell you why I cannot carry on paying you after this date.

What to do if you disagree

If you disagree with this decision, please let me know. My name, address and phone number are at the bottom of this page. If you still disagree, you can ask the Inland Revenue for a decision. You will find the number in the phone book.

Other help

If you qualify for adoption leave but not SAP contact your adoption agency to find out if you can get any other help.

You may also want to claim Child Benefit or tax credits, see www.dwp.gov.uk or www.inlandrevenue.gov.uk for more information.

Employer's signature

Employer's name

Phone number

Employer's address

Postcode

Date

please turn over ►

Why I cannot pay you SAP *continued*

I have ticked one (or more) of the boxes to tell you why I cannot pay you SAP.

<input type="checkbox"/> You were not employed by me for long enough	To get SAP you must have worked for me continuously, for 26 weeks by the time the adoption agency tell you that you have been matched with a child for adoption.
<input type="checkbox"/> Your earnings were too low	To get SAP your average earnings must be at least equal to the Lower Earnings Limit. Some employers have a special arrangement with the Inland Revenue to pay Class 1B National Insurance contributions on some of your earnings. This may mean that your employer may not count all your earnings when working out your average earnings. Ask your employer if any of your earnings were included in such an arrangement and then ask them to recalculate your earnings as if you had been paying Class 1 National Insurance contributions on them.
<input type="checkbox"/> You did not tell me soon enough that you would be away from work	To get SAP you must give your employer at least 4 weeks notice that you will be away from work. If you had a good reason for telling your employer late they may be able to accept late notice.
<input type="checkbox"/> You did not give me acceptable evidence of your entitlement soon enough	To get SAP you must give your employer acceptable evidence of your entitlement at least four weeks before you are away from work. If you had a good reason for giving the evidence to your employer late they may be able to accept it.
<input type="checkbox"/> I paid you Statutory Sick Pay from <div style="border: 1px solid black; padding: 5px; text-align: center;">/ /</div>	You cannot get SAP during any week that you are entitled to Statutory Sick Pay.
<input type="checkbox"/> You were in prison or detained in legal custody on <div style="border: 1px solid black; padding: 5px; text-align: center;">/ /</div>	You cannot get SAP from your employer if you are detained in legal custody on or after the first day of the SAP pay period. However you may be able to get SAP from the Inland Revenue after you are released. You will find the number in the phone book.
<input type="checkbox"/> You worked on <div style="border: 1px solid black; padding: 5px; text-align: center;">/ /</div>	You cannot get SAP if you work during any week of the Adoption Pay Period for me or for a new employer.