

### Sickness Absence Reporting Procedure (CURRENT)

Your entitlements during any absence due to sickness or injury are as set out in the Scheme of Conditions of Service and the appropriate legislation.

The procedure to be followed in the event of sickness absence is as follows:-

- a) Notify the designated person in your Service as soon as possible on the first day of your absence stating the reason for and the possible duration of the absence. You must also state which day your illness commenced (including Saturdays, Sundays, Bank Holidays and other days you do not normally work).

The designated person would normally be your line manager, but this is not always the case. If you are unsure who it is, please contact your line manager to find out. You should contact the designated person by telephone yourself wherever possible. **It is not acceptable to leave a message with call centre staff or to make contact using text messaging.** If the designated person is unavailable when you call, you must either call again later or leave a contact number so they can ring you back later in the day.

You must ensure you contact your line manager to update them of any changes to the current situation.

- b) You must complete a SELF CERTIFICATE for each absence of 4 calendar days or more, unless you have a STATEMENT OF FITNESS FOR WORK (Med 3 04/10), (generally known as a FIT NOTE) from your doctor which covers you from the first day of absence. The Self Certificate form is available from your Directorate's administration staff or from Human Resources – (Payroll (tel 742152)), or on the intranet (Human Resources/Payroll/Forms) and should be completed as soon as possible once you have been absent for 4 calendar days.
- c) You must obtain a STATEMENT OF FITNESS FOR WORK for absences of more than 7 calendar days. The Fit Note must be signed by a doctor and when completed, forwarded to your Service without delay. You must where possible keep in regular contact with your line manager, informing them of the likely duration of your absence and the prognosis of your condition.
- d) You must provide further Fit Notes to cover the total period of your absence. **All Fit Notes must be dated to run consecutively with no gaps to ensure there are no uncertified periods during the period of absence.**
- e) You do not need a note to say you are fit to return to work. You should return to work as soon as you feel well enough. If this is before your Fit Note runs out, you should discuss this with your manager and obtain their agreement to you returning. However, if your doctor has advised you that it would be unsafe or bad for your health to return to work, you should not return to work before the end date on your Fit Note and if your doctor wants to assess your fitness again before you return to work, they will indicate this on the note.
- f) If your entitlement to Statutory Sick Pay runs out, you must still produce Fit Notes to your Service. These will then be forwarded to the Department of Work and Pensions (DWP) by Human Resources. Any notifications you receive from the DWP regarding Sickness/Incapacity Benefit must be produced to Human Resources (Payroll).