

**SICKNESS ABSENCE**

**NOTIFICATION AND CERTIFICATION PROCEDURES**

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| DAY OF ABSENCE | NOTIFICATION REQUIRED | CERTIFICATION REQUIRED |
| DAY 1 | * Employees must directly contact your line manager **within one hour of your expected starting date**. You should speak directly to your line manager, a message is not sufficient. * You should advise your line manager of the reason for your absence, expected duration and details of any outstanding work commitments. * If you fail to contact your line manager, your line manager will attempt to contact you to obtain above information. Failure to notify may result in disciplinary action and/or pay suspension/deduction. * Your line manager will complete a Sickness Absence Form (SAF) with your absence details and forward to the relevant monitoring officer for entry to online system as an open-ended absence. | Employees must self-certify from the first day of absence by completing a Sickness Absence Form.  This form is contained at Annex 1 of the Sickness Absence Procedure. |
| DAY 4 | * Employees must directly contact your line manager and provide an update on your absence and any likely return date. | As above, employees must self-certify from the first day of absence by completing a Sickness Absence Form. |
| DAY 8 | * Employees are required to keep in regular contact with the line manager throughout the period of absence. | A GP fit note or hospital certificate required is required for any absence in excess of 7 consecutive days.  Further certificates will be required where the absence continues to certify the entire duration of the absence. |