

Feeling unwell

First notification **MUST** be on this day

(Please see page 2 for medical appointments, compassionate or special leave)

Placement day

Notify Placement Supervisor
by phone call

AND

Email dclinpsy@qub.ac.uk to
notify of absence

Academic / Study day

Call the sickness absence phone - 07519411541
between 9am - 9.30am.

If there is no reply - leave a message with your
contact number for a return call.

AND Email dclinpsy@qub.ac.uk to notify of
absence.

If unable to phone yourself or have no-one who
can do it for you, you can email
dclinpsy@qub.ac.uk and provide a contact
number for a return call later that day.

Note:

If you become ill on a teaching day, you must
immediately inform your QUB line manager
using the contact number above. You must also
ensure the academic contributor for the day in
question is notified with apologies and catch up
on any work missed. This can be done via your
class host.

LONG TERM ABSENCE DUE TO SICKNESS

Following 5 days of absence you must provide a sickline from your Doctor / Medical Professional. This must be emailed to dclinpsy@qub.ac.uk. If you are unable to return before the end of the sick line date, please provide an additional sick line before the end of the current one. During this absence, please check in with your line manager and advise of anything we can do to help your recovery.

Feeling better and returning to work

Inform the programme team by emailing dclinpsy@qub.ac.uk immediately when he/she returns to work

Email a completed return to work form along with any outstanding medical evidence required

The programme is expected to do a return to work interview for every absence, even a day. In most cases these will be done by phone / via MS teams where absence is limited to 1-2 days for a non-serious complaint.

REMINDER OF EVIDENCE REQUIRED

1-3 days

RETURN TO WORK
FORM

4 -7 days

SELF CERTIFICATION
FORM
AND
RETURN TO WORK
FORM

More than 7 days

SICKLINE COVERING
EVERY DATE OF ABSENCE
BEYOND 7 DAYS
AND
RETURN TO WORK FORM

MEDICAL APPOINTMENTS

You are permitted a period up to 2 hours for medical appointments unable to be arranged outside of working hours. To advise of a medical appointment, you must complete a special leave form (in advance if possible) and email to dclinpsy@qub.ac.uk

COMPASSIONATE LEAVE / SPECIAL LEAVE

Matters giving rise to applications for Compassionate or Special Leave are, by their nature, exceptional and each case is examined on an individual basis. The granting of Compassionate or Special Leave is a matter for the HSCBSO or other employer. The employer would normally consider the Programme Director's recommendation. Such requests should, therefore, be made to the Programme Director.

An application for special leave form should be completed and submitted to the dclinpsy@qub.ac.uk. This form is also used to notify the programme about medical appointments. The special leave policy and application form can be found at the link