

Procedure for the Notification of Absence due to Illness or Incapacity – for between 1 and 7 days (including weekends/days off)

Notification of Absence (Illness/Incapacity) – for 7 days or less

1. Telephone as soon as possible, which should be in good time BEFORE you are due to be at work, directly (i.e. – not through a third person) to your Line Manager or the Designated Person for absence reporting within your department, *explaining your absence
2. Indicate to your Line Manager or the Designated Person when you expect to be able to return to work; if this changes during the course of your absence, inform him/her of this without delay
3. Obtain and complete this form, SCA 1, upon your return to work – complete it and return it to your Line Manager or the Designated Officer without delay
4. Once you are certain of your return-to-work date, again contact your Line Manager or the Designated Officer to inform her/him

Procedure for the Notification of Absence – for 8 days or more

1. If you are too ill to attend work after 7 days, you should make an appointment to see your Doctor or the Medical practitioner whose care you are under; she or he should issue a medical certificate, stating your expected period of absence – forward this, after completing your details as required by the certificate, to your Line Manager or the Designated Officer, as soon as possible, and maintain regular communication with her/him for the remainder of the absence period.
2. Your absence details will then be processed through the Payroll department of the University, to ensure that you receive any Sickness-absence benefits to which you are entitled
3. Should you not be entitled to receive payments under the University sick-pay scheme or Statutory Sick Pay (SSP), you will be informed by the University in writing; you may then be able to claim benefits from the Department of Works and Pensions (DWP)
4. Should you feel able to attend work before the expiry of a sick note you should first inform your Line Manager, and request from your Doctor a "sign-off" form.
5. Explaining your absence – should your absence be of a personal or sensitive nature, and you do not wish to inform your Line Manager/Designated Officer of the details, you should speak with a member of the Human Resources Team who has responsibility for your work area. You can be assured that confidentiality will be maintained

Surname _____

First Names _____

Department _____

Payroll Ref. (on payslip) _____

Home Address: _____

First Day of Illness/Incapacity _____

Last Day of Illness/Incapacity _____

Date returned to Work _____

Number of days Illness/Incapacity _____ Total Work Days Lost _____

Details of Illness/Incapacity _____

Signature: _____ Date _____

[Signature of Recipient _____

Print name _____

Date Received _____ Date Processed _____]