



## **REPORTING SICKNESS ABSENCE**

In the event of sickness absence employees are responsible for ensuring that these sickness absence reporting requirements are met. Employees should notify their immediate manager on the first day of their absence, within half an hour of their scheduled/normal start time or sooner as applicable, for example to allow sufficient time to put arrangements in place to cover lectures.

Employees are required to provide the following information:

- The exact nature of the illness
- Any work commitments for that day that will need covering or re-arranging
- If the absence is connected to an accident at work
- The expected duration of the absence and anticipated return to work date
- A contact telephone number

Employees should report sickness absence orally to their manager. Where employees are unable to indicate a return to work date, employees are required to telephone their manager (or other specified person) on each day of absence.

Only in exceptional circumstances where it is not possible for employees to contact their manager, should another person telephone on their behalf.

In cases where employees are unable to return to work on the anticipated date of return previously communicated, employees are required to again contact their manager as soon as possible on that date.

Employees can self-certify any absence lasting no longer than seven calendar days upon their return to work. If any absences exceed seven calendar days, employees are required to provide a Statement of Fitness for Work or 'Fit Note' from a doctor and ensure this and any subsequent 'Fit Notes' are sent to the appropriate manager in a timely manner, normally expected to be received by their manager within three working days of the expiry of the previous 'Fit Note'.

Failure to comply with the above reporting and notification procedures may lead to the absence being classified as unauthorised absence and/or may lead to occupational sick pay being withheld.

Employees must also make contact with their manager to notify the manager of their forthcoming return and to discuss any issues noted on the 'Fit Note'.

If an employee partially attends on any working day due to sickness, either arriving for work late or finishing work early this will be recorded as a half day of sickness absence.