

SICKNESS ABSENCE REPORTING PROCEDURES

All employees must comply with the following absence reporting procedure:-

DAY 1	Where an employee is absent from work due to sickness, he/she must notify his/her Line Manager (or other designated officer) before the start of the working day/shift. Where immediate cover arrangements will need to be organised, this must be at least 1 hour before the start of the day/shift or in accordance with locally agreed arrangements. The employee should advise their manager of the reason and likely duration of the absence and the work commitments for that day
DAY 4	On the fourth calendar day of absence the employee must contact their Line Manager (in accordance with the times as set out above) to provide an update on their absence.
DAY 8	On the eighth calendar day of absence a doctor's medical certificate should be forwarded promptly and the employee must telephone their Line Manager (in accordance with the times as set out above). To allow for postage, the certificate must be received by at least the 14 th day of absence.

Failure to comply with the sickness reporting procedures will usually result in the absence being considered as unauthorised absence for which payment will not be made and the matter referred through the disciplinary procedure.

ACTION WHEN FIT TO RETURN TO WORK	When you are fit to return to work you must advise your Line Manager on the day before you intend to return, in order that appropriate arrangements can be made.
ACTION ON RETURNING TO WORK	On returning to work you are to report to you Line Manager. A welcome back to work meeting will be undertaken by your Line Manager. At the meeting the Welcome back to work Sickness absence notification/return to work form will be completed.
SICKNESS WHILST ON ANNUAL LEAVE	If you fall ill immediately prior to or following annual leave, a doctor's Fit note will be required to support the absence before reinstatement of annual leave is considered. This will be dependent on the production of a doctor's medical certificate to support the absence and compliance with the sickness absence reporting procedures.