SICKNESS ABSENCE MANAGEMENT POLICY

1. INTRODUCTION
The University recognises and accepts its obligations in respect of employees experiencing ill health. This policy will ensure that sickness absence is dealt with fairly and that decisions are made based on the information available at that time.

This policy should be read in conjunction with the following related policies:
- Psychological Wellbeing and the Avoidance and Management of Stress Policy;
- Alcohol and drugs policy;
- Dignity within the University policy.

Throughout this policy the University assumes that ill health is genuine unless there is evidence to the contrary, the reason for taking action will therefore relate to the capability of an employee and will not be because of their illness.

Capability is defined in Section 98 (3)(a) of the Employment Rights Act 1996 as follows: “capability, in relation to an employee, means his (cap)ability assessed by reference to skill, aptitude, health or any other physical or mental quality.”

The aims of this Sickness Absence Management Policy are to:
- provide a framework to support employees who are unable to work due to illness and assist them back to work as quickly as possible;
- reduce the impact on other work colleagues when covering for colleagues who are absent due to illness; and
- secure the attendance of employees in order to minimise the cost and effects of sickness absence and to maximise operational efficiency in all areas.

Equal Opportunities
The University values the diversity of its people and is committed to promoting equal opportunities and eliminating discrimination. Therefore staff will apply and operate this policy fairly and in doing so ensure that there is no discrimination on the grounds of gender, race, disability, age, religious or political belief, sexual orientation, trade union membership/activity or marital status.

2. SCOPE
This policy applies to all University staff.

2.1 Exclusions
The University seeks to support employees who are temporarily absent due to sickness. However, regrettably, there are occasions when employees abuse the sick pay provision or fail to follow the notification procedures. As potential disciplinary issues these will be dealt with through the relevant Disciplinary Procedure. Examples include:
- abuse of the sick pay regulations e.g. claiming sick pay when absent for other reasons;
- absence without leave.

N.B: Absence during a probation period will be dealt with under the probation process and is therefore outside the scope of this policy.
3. SICKNESS ABSENCE NOTIFICATION
All staff should follow the Sickness Notification Procedure at Appendix 1. Failure to follow this procedure may result in sick pay being delayed or disallowed and may lead to action being taken under the relevant Disciplinary Procedure where an employee is failing to follow the procedures.

4. MANAGING SICKNESS ABSENCE
Staff who are absent from work due to illness will be treated sympathetically and the University will seek to support staff in their recovery.

When dealing with absences, either short-term or long-term, it is difficult to apply definitive triggers at which an employee’s attendance is viewed as unsatisfactory, as each case has its own particular circumstances. However, if the number and length of sickness absences reaches the short-term (detailed in Para 6.1) or long-term triggers (detailed in Para 7.1), a review of an employee’s sickness absence will be undertaken.

The manager should follow the University absence reporting process at the following link: https://absencereporting.nottingham.ac.uk. Once the process is submitted this will be forwarded automatically via email to payroll. A blank self certification form will be forwarded to the manager to arrange completion on the employee’s return to work.

The University reserves the right to refer staff for an Occupational Health assessment and for them to undertake any appropriate medical examinations, should this be deemed necessary. After any referral, the Occupational Health Unit will provide the University with a report, giving an opinion based on the medical evidence, on the individual’s ability to carry out their specific role.

4.1 Maintaining Contact
The manager and the employee should maintain contact whilst the employee is absent from work due to illness. This will usually be by telephone, in the first instance, but subsequently by agreed mechanism and agreed frequency.

Where the illness is likely to be self-certified only e.g. for a period of 7 days or less, then contact arrangements may not be necessary.

Where the absence is diagnosed by a medical practitioner as work-related pressure (stress) the manager should seek to make contact with the employee as soon as practicably possible. Referral should be made to the Policy for Psychological Wellbeing and the Avoidance and Management of Stress.

In all cases, contact should be approached sensitively and should be clearly focused on the employee’s health and wellbeing and their return to work. The Human Resources (HR) Adviser or Assistant HR Adviser should be contacted for advice.

7. RETURN-TO-WORK
On return to work from sickness absence every employee is required to complete a Self-Certification form.

The University believes that maintaining an open and, where possible, informal dialogue with employees regarding their absence is a fundamental part of good management practice.

This dialogue:
1) allows the manager to offer support to the employee where appropriate and at the earliest opportunity;
2) enables the early identification of any issue which may be impacting on an employee’s ability to attend work (such as an underlying health reason);
3) ensures that the employee is aware of the University’s expectations regarding attendance and the operation of this policy;
4) establishes whether a risk assessment should be undertaken under the Policy for Psychological Wellbeing and the Avoidance and Management of Stress

The type of the support that needs to be offered, depending on the particular circumstances, may include:

1. making the employee aware of the support available through the Counselling Service and Occupational Health;
2. making short or longer term adjustments to their role (e.g. reducing lifting requirements following a broken arm or agreeing a phasing in of certain tasks);
3. addressing any other work related issue which is contributing to absence (such as a poor working environment or relationships);
4. considering permanent reasonable adjustments where it has been identified that the employee has a disability.

For these reasons, it is expected that a discussion will be held immediately upon an employee’s return to work regarding their recent absence regardless of the length/reason for the absence. The return-to-work discussion is intended to be an informal meeting however it is good practice to make a note of the key points. This would include the fact that it has taken place and any issues that need to be taken forward (e.g. any temporary adjustments to be implemented or that the employee had been made aware of the absence triggers).

During a return-to-work discussion it may become apparent that specific Occupational Health information is needed by the line manager to enable them to manage the return to work appropriately. In this situation they will refer the employee to Occupational Health for an assessment. In exceptional circumstances, it may be appropriate to obtain a medical opinion from a General Practitioner or specialist rather than from Occupational Health, where the provision of the Access to Medical Records Act 1998 will apply, further information can be found at the following link: http://www.dh.gov.uk/en/Policyandguidance/Informationpolicy/Patientconfidentialityandcaldicottguardians/index.htm. Advice should be sought from the HR Adviser or Assistant HR Adviser where a referral is required.

Where the absence is diagnosed by a medical practitioner as work-related pressure (stress) reference should be made to the Policy for Psychological Wellbeing and the Avoidance and Management of Stress, in particular Appendix 4: Arrangements for conducting a return-to-work risk assessment for stress. The manager should seek to complete the assessment jointly with the employee and, where possible, for this to be undertaken prior to the employee’s return to work.

6. MANAGING SHORT-TERM ABSENCE

6.1 Definition of Short-term absence
Short-term sickness absence is broadly defined as frequent recurring periods of sickness absence which do not relate to an underlying health issue. Short-term absences are likely to be self-certified; however they can also be covered by a Doctor’s certificate.

The absence of an employee due to sickness for three periods of absence in a rolling 12 month period or 8 working days or more within the same period will trigger a review of their absence record. Part day absences may count towards these triggers.

6.2 Reviewing a short-term absence case
Where the triggers outlined in 6.1 above have been reached the manager will need to review the case. Whilst reviewing a case the manager should take the following factors into account:

- whether the absences relate to sickness arising from a disability/or an underlying health condition;
- whether there is a likelihood of a reoccurrence
• whether the absence record indicates a trend/pattern of absence e.g. before or after holidays, following weekends or non-working days;
• where information given at the return-to-work discussion raises concerns about the absence;
• where there has been failure to follow the Sickness Notification Procedure, especially if on repeated occasions reminder/s have been given;
• absence records linked to a recently completed probation period.

This list is not exhaustive and any other relevant information could be used in the review.

When reviewing a sickness absence case the manager may find it useful to make reference to other University policies/procedures such as the Policy for Psychological Wellbeing and the Avoidance and Management of Stress and the Alcohol and Drugs Policy.

A review will allow a manager to decide, based on the individual case, how best to proceed. Depending on the circumstances the manager may decide to:

1. take no further action;
2. undertake an informal counselling meeting;
3. initiate a Formal Attendance Review Meeting.

The HR Adviser or Assistant HR Adviser can provide advice and guidance at any point during the review as required.

6.3 Informal Counselling Meeting
Where an informal counselling meeting is considered to be the best approach to deal with the short-term absence, the manager should meet with the individual on a one-to-one basis. The sickness absence record should be discussed by the manager and employee. The employee will be given the opportunity to explain the reasons for their absence. At the end of the informal counselling meeting the manager will make a decision on how to proceed, either deciding not to progress further or alternatively deciding to monitor and set an Attendance Review period, (as a guideline minimum of 3 months and a maximum of 9 months), the same as that detailed in this guidance at 6.4. The employee should be informed of the decision at this meeting and, where a review period is set, clearly informed that failure to improve attendance during the review period is likely to lead to a Formal Attendance Review Meeting. Consideration should again be given to the referral to support functions e.g. Counselling Service or Occupational Health.

A summary of the informal counselling meeting should be given to the employee following the meeting and a copy should be retained on the employee’s file.

6.4 Formal Attendance Review Meeting
Where informal counselling has failed to address the issue or where the manager has considered informal counselling to be inappropriate, a Formal Attendance Review Meeting will be arranged.

The employee will be informed of the meeting in writing no less than 3 working days prior to the meeting. The letter will highlight that the employee can be accompanied by a Trade Union Representative or colleague. The HR Adviser or Assistant HR Adviser will also be present.

The manager will offer the employee the opportunity to explain the reasons for their absence, and explore any work related issues or other factors which are leading to the high levels of absence. The manager or individual should refer to the available Occupational Health advice. In addition to this it is essential that all operational aspects are considered and other relevant information related to the absence is reviewed.

On conclusion of the discussions the manager, with advice from the HR Adviser or Assistant HR Adviser, will decide how to proceed. The manager may decide that no further action is required
and record the outcome in a letter. A letter should be sent to the employee following the meeting and a copy retained on the employee’s file.

Where the manager decides that the employee has not given adequate reasons for their absence, an outline of the improvements expected of the employee during a set timeframe *(as a guideline minimum of 3 months and a maximum of 9 months)* will be decided and communicated to the employee; this is referred to as an Attendance Review period. The length of the Attendance Review period will be decided based on the individual case.

During the Attendance Review period the employee may be required to:

- show immediate and sustained improvement;
- meet an attendance target;
- follow reporting procedures at all times during the Attendance Review period;

The above list is not exhaustive and more than one mechanism can be used where relevant to the employee’s case.

An employee’s attendance within the Attendance Review period will be closely monitored and failure to meet the agreed improvements may trigger an investigation meeting, as detailed in 6.5.

**6.5 Investigation Meeting**

The purpose of the investigation meeting is to determine what course of action should be taken next and will be managed in accordance with the relevant disciplinary procedure, which can be found at [http://www.nottingham.ac.uk/hr/guidesandsupport/performanceatwork](http://www.nottingham.ac.uk/hr/guidesandsupport/performanceatwork).

It may be that the evidence shows that there is an underlying health condition. If this is the case Section 7 of this policy should be referred to. It is the decision of the investigating manager, with advice from the HR Adviser or Assistant HR Adviser, to decide how to progress the case.

Although the structure of the investigation meeting and any subsequent formal action will follow the format of the disciplinary process, sickness absence itself will not be treated as misconduct. However, sickness absence may result in disciplinary action being taken due to issues of ongoing capability.

**6.6 Formal meeting following an investigation meeting**

If the outcome of the investigation meeting is for action to be taken, the process of the formal meeting detailed in the applicable disciplinary procedure should be undertaken. Where the outcome of this meeting leads to a sanction being imposed the sanctions within the applicable disciplinary procedure should be applied. At this stage, due to the informal and/or formal absence management under this policy, the sanctions will be applied in-line with the relevant disciplinary procedure. See the Procedures and relevant sanctions via the web links at 6.5.

Where applicable the Chair of the formal meeting, will set an appropriate improvement standard/s, with advice from the HR Adviser or Assistant HR Adviser, and will inform the employee of this standard. The case outcome will then be communicated to the manager, so they can monitor and assist the employee where needed against the improvement standard/s.

**7. LONG-TERM OR SHORT-TERM REPEATED ABSENCES WITH AN UNDERLYING HEALTH CONDITION**

**7.1 Definition of long-term**

Long-term sickness absence, for the purpose of this policy, is defined as a continuous period of absence for *six weeks or more*.

**7.2 Managing long-term, or short-term repeated absences with an underlying health condition**
Managers should consult the HR Adviser or Assistant HR Adviser for advice in cases of long-term absence, or repeated shorter periods of absence arising out of a single or underlying illness.

Every assistance will be given to the individual, particularly in cases of prolonged absence, and the manager in such cases should:

1. maintain supportive and sensitive contact;
2. encourage and advise the employee to seek guidance from their HR Adviser or Assistant HR Adviser,
3. suggest a referral to an Occupational Health Service (via HR) or the Counselling Service;
   Members of staff may also wish to contact these services for themselves for advice or assistance;
4. advise that the Trade Union can often be of assistance.

It is likely that all these cases will be referred to Occupational Health for advice as to the nature and prognosis of the illness.

7.3 Formal Attendance Review Meeting
The purpose of this meeting will be to ascertain the nature and extent of the illness. It is likely that all these cases will be referred to Occupational Health for advice as to the nature and prognosis of the illness.

The employee will be informed of the meeting in writing no less than 3 working days prior to the meeting. The letter will highlight that the employee can be accompanied by a Trade Union Representative or colleague. The HR Adviser or Assistant HR Adviser will also be present. In some cases it may be more appropriate to meet with the employee at their home; this will be stated in the letter and will only be by agreement with the employee.

7.4 Monitoring long-term or short-term repeated absences
The assessment of the employee’s illness, particularly the Occupational Health advice, will provide an indication of the amount of time that should be given for an employee’s health to improve, particularly in prolonged long-term absences for any treatment and/or recuperation time needed to be taken into account.

In deciding the appropriate course of action the manager will weigh up such factors in the context of the needs of the service. However, while the manager will often be in a position to determine the appropriate course of action before the sickness absence has reached six months, it is acknowledged that there will be occasions where this is not possible.

Both the manager and the HR Adviser or Assistant HR Adviser are jointly responsible for investigating possible alternative duties (redeployment) or giving consideration to making reasonable adjustments. Reasonable adjustments can include such things as improvements to work equipment, adjustment to working hours or graduated return to work after a long period of absence. Any reasonable adjustments will be considered on a case by case basis.

If the prognosis is favourable and there is a likelihood that the employee will be able to return to work the manager will consult with the employee to achieve this, making any changes as appropriate, with advice from the HR Adviser or Assistant HR Adviser, or other professional or expert support as appropriate.

If the prognosis is unfavourable (after consideration has been given to all the available evidence, including: the medical evidence, likely length of absence, any risk to the University and other employees, redeployment options, reasonable adjustments and ill health retirement) the employee will be asked to attend a subsequent meeting. The employee will be informed of the meeting in writing no less than 3 working days prior to the meeting. The letter will highlight that the employee can be accompanied by a Trade Union Representative or colleague. The HR Adviser or Assistant HR Adviser will also be in attendance. At this meeting the manager will inform the employee that the School/Department is unable to sustain the continued absence.
7.5 Ill Health Retirement
The employee may wish to consider making an application for ill health retirement, if they are in a Pension Scheme (with the exception of CRSP as it has no provision for Ill Health Retirement). It should be noted that the criterion for ill health retirement is having a medical condition that is permanent or likely to last until 65 years of age. Where an employee clearly has a condition that does not meet this criterion, ill health retirement should not be suggested as that would raise unrealistic expectations. However, where an employee decides that they would like to make an application for ill health retirement then the HR Adviser or Assistant HR Adviser should assist the individual in pursuing that application. Quotes from the Pensions providers should be obtained via HR. In these cases there is no requirement to delay proceeding with Section 7.6 below.

7.6 Termination on the grounds of capability
Termination of employment on the grounds of capability will be a last resort, having satisfied the criteria set out below:

a. contact and assistance, or attempted contact*, has been provided throughout the employee’s illness;
b. adequate medical evidence is available which indicates a return to work is unlikely within a reasonable time frame;
c. the employee has been fully consulted and given an opportunity to respond at each stage;
d. consideration for suitable alternative employment has been exhausted;
e. any feasible modifications to the working area and/or role have been exhausted;
f. consideration of ill health retirement.

* Where the employee is failing to make contact despite attempts by the University, the University will proceed to make a decision to terminate based on all available information.

A formal meeting will be held as detailed in this guidance at Section 6.6.

8. Role of an Occupational Health Service
An Occupational Health Service provides advice to members of staff on a number of issues, ranging from advice on sickness absence to health education. Any Occupational Health Service has a duty to maintain confidential information and observes the Access to Health Records Act 1998.

Occupational Health provides a service to University managers by providing them with a confidential report, giving an opinion, based on the medical evidence, on the individual’s ability to carry out their specific role. Occupational Health may on occasions need to seek “external” specialist medical advice e.g. from a specialist consultant or a GP. Such medical reports will only be sought with the written informed consent of the staff member. The staff member may obtain a copy of this report by approaching Occupational Health directly or may indicate, at the time of consent, to have sight of this before the “external” Specialist sends it to Occupational Health.

Occupational Health will usually give the staff member’s manager work advice using general terms only without needing to pass on confidential medical information. It is, therefore, not necessary for the staff member’s manager to have sight of confidential Medical Reports. Confidential medical information will only be passed onto the staff member’s manager with the individual’s full knowledge and informed consent.

If a staff member does not consent to Occupational Health obtaining a specialist medical report or withdraws consent for the use of this information by Occupational Health, then Occupational Health will inform the manager of this. Occupational Health can advise the manager whether the individual is fit or unfit for work but can give a more informed opinion if more detailed specialist medical advice, where appropriate, has been sought. Where consent has not been given to Occupational Health, by the member of staff, to either obtain or use specialist medical advice, the manager will be made aware of the limitations of their advice.
9. Procedure Agreement

This procedure has been agreed by the recognised trade unions (at present UCU, Unison and Unite) under the Collective Bargaining process as described in the Recognition Agreements and Trade Union and Labour Relations (Consolidation) Act 1992 s178.
APPENDIX 1

UNIVERSITY SICKNESS NOTIFICATION PROCEDURE

Please also see Employees’ Sickness Notification Flowchart and Managers’ Sickness Notification Flowchart attached to this procedure.

Introduction:
If you are entitled to an allowance under the University Sick Pay Scheme it will be stated in your written statement of terms and conditions.

The University Sick Pay Scheme covers you when you are absent from work due to a certified sickness (either a self-Certificate or a doctor’s medical statement). During such absences, you may be granted sick leave with pay, by way of allowances provided by the Scheme. How much sick pay allowance you receive is based on your contract and length of service with the University. Any sick pay you receive will be no more than your normal calendar monthly salary. If you are not eligible or entitled to an allowance under the University Sick Pay Scheme you may be entitled to receive statutory benefits or payments as are prescribed by law.

You will only have access to the allowances under the University Sick Pay Scheme if you follow the correct notification and certification procedure. An essential condition for claiming your sick pay allowance is that you notify the University as soon as possible on the first day of absence through ill health and you complete and submit the relevant Sickness Absence Self Certification Form and/or doctor’s medical statement. Failure to do so may result in your entitlement to receive statutory and/or university sickness benefit being affected.

Procedure for the notification of sickness absence
All staff should follow this procedure, irrespective of how many hours you work, the duration of your contract or how long you have been employed by the University. Failure to follow this procedure may result in your sick pay being delayed or disallowed. If you are absent from work through sickness or injury you must notify your Head of Department/School (or a designated person within the Department/School) as soon as possible on the first day of absence. You must do this even if you are likely only to be absent for one working day. The unavailability of your Head of Department/School (or designated person, normally your line manager) is not an excuse for the sickness not being notified. You should give brief details of your illness and an estimate of how long you are likely to be absent due to ill health.

You should keep in contact with your Head of Department/School (or designated person) during your sickness absence, especially if it is a prolonged illness. Similarly, Heads of Department/School should attempt to keep in touch with staff, who may be absent for some time, at reasonable intervals. When you are aware of the anticipated date of return to work you should inform your Head of Department/School (or designated person).

On the eighth day of continuous sickness/injury absence from work (including rest days and weekends) you must submit to your Head of Department/School (or designated person) a current doctor’s medical statement (Med 3). For example, if you normally work Monday to Friday and are ill all week and you do not return on the Monday after your first week’s absence, you will require a doctor’s medical statement. This will be required even if you do not normally work on Saturday and Sunday as they are counted, for this purpose as continuous absence days. If you return on that Monday, you will not be required to submit a doctor’s medical statement.

All staff must complete a Sickness Absence Self-Certification Form after returning from any absence due to sickness. The Self-Certification Form covers the first 7 days of absence due to ill health and must be submitted, irrespective of the length of your sickness absence or whether you have submitted a doctor’s medical statement. Your Head of Department/ School (or designated person) will email https://absencereporting.nottingham.ac.uk. This is automatically forwarded to Payroll, who will issue a Self Certification Form. Your Head of
Department/School (or designated person), must countersign this form and will forward to the Payroll Office.

If your sickness absence is due to an accident where damages may be receivable from a third party, you should contact the Payroll Office on 0115 951 5648 to inform them of the circumstances.

If for any reason you are not entitled to sick pay under the University Sick Pay Scheme, you should still report your sickness absence in the normal way and submit any doctor’s medical statements to the University.

Continuing absence must always be supported by the submission of consecutive doctor’s medical statements received at the appropriate time. If there is a period of time during a sickness absence not covered by a doctor’s medical statement, you may lose your entitlement to University sick pay and/or your statutory sick pay. Therefore you should ensure that you submit doctor’s medical statements to your Head of Department/School (or designated person) on time and covering all the period of the absence.

From 6 April 2010 your doctor can indicate on the doctor’s medical statement (‘Statement of Fitness for Work’) that you ‘may be fit for work’ with the doctor’s suggested advice. If you receive such advice then you must contact your manager as soon as practicable. Your manager will discuss the doctor’s advice with you in order to establish whether a return to work, on the basis of this advice, is possible and can be agreed. You may be referred to the University’s Occupational Health Service to obtain further specialist advice prior to a return to work being agreed. If a return to work can be agreed your manager will discuss with you the basis of this return e.g. return to work date. If a return to work cannot be agreed the doctor’s medical statements with ‘may be fit for work’ will be treated as if the doctor had advised that you were ‘unfit for work’. You will then need to submit consecutive doctor’s medical statements until you are able to return to work.

If you fall sick during the course of annual leave you must notify the University on the first day of sickness. Only then will you be regarded as being on Sick Leave for the dates specified on a University Self-Certification Form, which must be supported by a doctor’s medical statement after 7 days of continuous sickness.

If you are absent on account of sickness on the day before or the day following a Public Holiday or University Declared Holiday (as determined by the University) you must substantiate this absence by the completion of a University Self-Certification Form.

On your return to work, your Head of Department/School (or designated person) will discuss your absence at a Return to Work interview and review your sickness absence record in accordance with the University’s Sickness Absence Management Policy.

Revised April 2010
EMPLOYEES’ SICKNESS ABSENCE REPORTING FLOWCHART

You should telephone your Head of Department/ School or designated person as soon as possible on the first day of absence.

You should give an estimate of how long you expect to be absent from work and brief details of your illness e.g. flu, measles. Reasons such as “unwell” or “ill” are not sufficient for reporting purposes.

If your absence continues you should keep in contact with your manager and advise of your likely return date once this is known.

Is your absence going to continue beyond 7 days (including weekends and rest days when you may not normally work)?

NO

YES

On the 8th day of sickness you will need to obtain a Statement of Fitness for Work (Doctor’s Medical Statement) from your Doctor and send this to your Head of Department/ School or designated person. This will then be forwarded to the Payroll Office. Should your absence continue you will need to obtain consecutive Doctor’s Medical Statements to cover the period of absence. You should forward these to your Head of Department/ School or designated person, as soon as they become due.

On your return to work your manager will hold a Return to Work discussion with you. You are required to complete a Sickness Absence Self Certification Form. This must be countersigned by your Head of School/ Department or designated person and forwarded to the Payroll Office. This must be completed irrespective of the length of absence or submission of Doctor’s Medical Statements.

Does the Doctor’s Medical Statement advise that “you are not fit for work”?

YES

Contact your Head of Department/ School or designated person to discuss the Doctor’s advice.

Can a return to work be supported?

NO

YES

Continue to obtain and submit Doctor’s Medical Statements until you are fit to return to work.

Confirm details and agree the terms of the return to work e.g. date of return, timescale for review.
MANAGERS’ SICKNESS ABSENCE REPORTING FLOWCHART

Receive notification of sickness from employee. Ask the employee for an estimated length of absence and brief details of their illness e.g. flu, backache.

Will the employee's sickness absence continue beyond 7 days (including weekends and rest days when they may not normally work)?

If the employee's absence continues keep in contact regarding their wellbeing and anticipated return to work.

On the 8th day of absence, the employee will need to obtain and provide you with a Statement of Fitness for Work (Doctor's Medical Statement) from their Doctor. You should forward the certificate to Payroll Office without delay. Should the absence continue you should ensure that any subsequent Doctor's Medical Statements are forwarded to Payroll immediately as they become due or as they are received from the employee.

Has the employee contacted you to inform you that their Doctor has advised that they may be fit for work?

Await contact from the employee or make contact yourself and discuss whether the Doctor's advice can be implemented and agreed. You may decide a meeting with the employee is required.

Can the Doctor's advice be implemented? See guidance note for managers before agreement is reached and advice is implemented.

Agree the terms of the return to work and follow any notification processes.

When the employee returns to work arrange for a Return to Work discussion and ensure that the employee completes a Sickness Absence Self Certification form. You should check and sign the form and return to Payroll Office. This form must be completed irrespective of the length of absence or submission of medical certificates. Review the employee's absence record in accordance with the Sickness Absence Management Policy and take action where appropriate.

You should email https://absencereporting.nottingham.ac.uk/ to report the absence and obtain a blank Self Certification Form.