Employees’ Sickness Absence Reporting Flowchart
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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.

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

NO

YES

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.

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

NO

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

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

Can a return to work be supported?
Confirm details and agree the terms of the return to work e.g. date of return, timescale for review.