



EMPLOYEES' SICKNESS ABSENCE REPORTING FLOWCHART

You should contact your Line Manager or designated person as soon **as possible on the first day of absence**. You should also record your sickness absence in [UniCore](#)

You should give an estimate of how long you expect to be absent from work and brief details of your illness. 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.

NO

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

YES

Complete and submit a self-certification form. This must be completed irrespective of the length of absence or submission of Doctor's Medical Statements.

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 submit it via UniCore. If you do not have access then you should submit any medical statements to your Line Manager (or designated person) who can then upload them into UniCore on your behalf. Should your absence continue you will need to obtain consecutive Doctor's Medical Statements to cover the period of absence. You should submit these **as soon as they become due**.

Does the Doctor's Medical Statement advise that "you are **not** fit for work"?

YES

NO

On your return to work your manager will hold a Return to Work discussion with you. You are also required to complete a **Sickness Absence Self Certification Form for the first 7 days of your absence (if not already completed)**. This must be countersigned by your Line Manager or designated person. This must be completed irrespective of the length of absence or submission of Doctor's Medical Statements.

Continue to obtain and submit (in [UniCore](#)) Doctor's Medical Statements until you are fit to return to work. If you do not have access then you should submit any medical statements to your Line Manager (or designated person) who can then upload them into UniCore on your behalf.

Contact your Line Manager or designated person to discuss the Doctor's advice.

Can a return to work be supported?

NO

YES

Confirm details and agree the terms of the return to work e.g. date of return, timescale for review.