Managers’ Sickness Absence Reporting Flowchart
Version 1.0
Last amended: May 2011

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.

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

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.

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

- **YES**: 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.

- **NO**: Can the Doctor’s advice be implemented? See guidance note for managers before agreement is reached and advice is implemented.

  - **NO**: Agree the terms of the return to work and follow any notification processes.

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

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.

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

- **NO**: Keep in contact regarding their wellbeing and wait for the employee’s return to work.

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