

## **Procedure – Reporting Sickness Absence from Work**

Where an employee is unable to attend work due to sickness then the employee must contact their immediate Line Manager within one hour of their normal starting time, earlier if possible.

Employees must say what is wrong and likely date of return.

If the absence is likely to last more than 7 days, any steps the employee is taking e.g. details of any doctor's appointments arranged.

A discussion should also take place regarding any outstanding or urgent work that needs to be dealt with during the employee's absence

Details of how the employee can be contacted if necessary

The line manager will arrange to input the absence into MyView.

A self-certification form must be completed on return to work of an absence of 1-7 calendar days, with a medical certificate from a Doctor being produced for an absence of more than 7 days.

Employees' sickness allowance/statutory sick pay entitlements may cease if the above requirements are not adhered to.

It should be noted, an employee's entitlement to sickness allowance is also dependent upon their service at the start of absence. Employees with less than 26 weeks continuous service at the commencement of sickness absence are not entitled to sickness allowance.

Further information on Sickness Reporting and Certification can be found in [Attendance Management Guidance](#).