

## **SICKNESS REPORTING PROCEDURE**

**We have drawn up a simple chart showing the procedure to be followed if you are unable to attend work through illness.**

	<b>EMPLOYEE ACTION</b>
<b>Day One</b>	<ul style="list-style-type: none"> <li>• You must telephone your line manager to advise them that you will be absent, stating the reason for your absence and how long you think it may be before you return. This should be within one hour of normal start time (unless specific local arrangements apply).</li> <li>• Emails and text messages are not appropriate and messages must not be left with colleagues.</li> <li>• If you are unable to contact your immediate line manager/supervisor, equivalent manager or departmental sickness absence administrator, you should leave a voice mail message on your line manager's answerphone stating your name, time, date, reason for absence, anticipated length of absence and where possible, work commitments which may need re-arranging.</li> <li>• If you feel unable to disclose the reason for your absence due to this being of a sensitive nature, you should contact Human Resources directly.</li> </ul>
<b>Days 2 &amp; 3</b>	<ul style="list-style-type: none"> <li>• No action is required unless you have given an indication of expected return to work on the second or third day.</li> <li>• If you are unable to return as indicated, you should contact your line manager to keep them informed of progress.</li> </ul>
<b>Day 4</b>	<ul style="list-style-type: none"> <li>• Unless an alternative contact timescale has been agreed with the line manager, wherever practicable you should make further contact with your line manager to provide an update on your absence.</li> <li>• If possible, depending on nature of absence, you should indicate an expected day of return.</li> <li>• Non-working days, such as rostered days off, weekends and bank holidays ARE included in calculating the 4<sup>th</sup> day of absence.</li> <li>• Should the 4<sup>th</sup> day fall on a non-working day when the Council Offices are closed, you should make contact on the next available working day.</li> </ul>
<b>Days 5, 6 &amp; 7</b>	<ul style="list-style-type: none"> <li>• No action is required unless you have given an indication of expected return to work on the fifth, sixth or seventh day.</li> <li>• If you are unable to return as indicated, you should contact your line manager to keep them informed of progress.</li> </ul>
<b>Day 8 &amp; Continuing Absence</b>	<ul style="list-style-type: none"> <li>• You must consult a doctor and obtain a medical certificate for all absences from the 8<sup>th</sup> day onwards until you return to work. You must ensure your medical certificates cover your entire period of absence. These certificates should be sent to your line manager/supervisor as soon as possible.</li> <li>• You should contact your line manager/supervisor to inform of the reason and period for refraining from work, as indicated on the medical certificate.</li> <li>• You must notify your line manager/supervisor of the date given by the doctor for a return to work.</li> <li>• It is vital that contact is maintained between you and your manager. Your manager will discuss the timing of contact with you, but it will be regular, e.g. weekly or fortnightly, or as appropriate to the individual case.</li> <li>• If you are required to return to your GP at the expiry of your medical certificate, a medical certificate or statement of fitness to resume work must be obtained before you return to work.</li> <li>• When you return to work, the medical certificate or statement of fitness to resume work must be submitted to your line manager/supervisor at the Return to Work Discussion.</li> </ul>
<b>Medical Certificates</b>	<ul style="list-style-type: none"> <li>• You may feel well enough to return to work prior to the expiry of the medical certificate. In these circumstances you must obtain a medical certificate from your GP before returning, stating that you are fit for work.</li> <li>• If you are sick whilst on annual leave, the absence can only be recorded as sickness after a medical certificate has been provided.</li> </ul>

***This procedure does not replace the Council's Sickness Absence Policy & Procedure, which is available on the intranet site.  
Further advice and guidance is always available from Human Resources***