

## SUMMARY OF THE PROCESS FOR REPORTING SICKNESS ABSENCE

### What should you do if you cannot come to work?

What to do?	When?	Please do	Please do not
<b>Telephone your manager or the Oncology HR Department (01865 (6)17317 or(6)17316</b>	As soon as possible	<p>Tell your manager personally:</p> <ul style="list-style-type: none"> <li>The reason for your absence (sickness or non-sickness).</li> <li>Your expected return to work date.</li> <li>Whether a Fit Note (Medical Certificate) has been issued.</li> <li>A contact telephone number and address for the duration of your absence.</li> <li>If your manager is unavailable, please call the Dept. of Oncology HR Department</li> </ul>	<p><b>X Leave a message.</b></p> <p><b>X Send a text message.</b></p> <p><b>X Get a work colleague to pass on a message.</b></p>
<p>If you do not contact your Manager personally, HR may contact you to establish the reasons for your absence.</p>			
<p>Failure to follow the reporting procedure correctly could result in withholding of sick pay.</p>			
<b>Keep your Manager updated</b>	This means you should contact them or the HR Department every 2 or 3 days.	<p>Tell your manager personally that:</p> <ul style="list-style-type: none"> <li>You cannot work,</li> <li>Why you cannot work, and</li> <li>When you expect to be back at work.</li> </ul>	<p>X Get someone else to telephone for you unless you are unable to contact personally.</p> <p>X Leave a message unless your Manager is not available. (If you do have to leave a message, you must also give a contact number where your Manager can reach you).</p> <p>X Send a text message.</p> <p>X Get a work colleague to pass on a message.</p>
What to do?	When?	Please do	Please do not
<b>Self-certify your absence using Teamseer on your return</b>	For any period of absence of a working week or less	<ul style="list-style-type: none"> <li>Check your Teamseer record to ensure your manager has recorded you as off sick.</li> </ul>	X Forget to sign yourself back in on Teamseer once you return to work and complete the self-certificate details
<b>Get a Statement of Fitness to Work – Fit Note</b>	If you are absent from work for 8 days or more (including weekends)	<p>Let the HR Department have the Fit Note as soon as possible and within 5 days of it being signed by your GP.</p> <p>If you are still sick when the Fit Note certificate runs out, get a new Fit Note from your doctor to replace it.</p>	<p>X Forget to sign and complete the reverse of the Fit Note.</p> <p>X Allow yourself to have a 'gap' in the period of absence covered by a Fit Note as your sick pay entitlement may be affected.</p>