

Department of Oncology

SICKNESS ABSENCE REPORTING PROCEDURE

Introduction

The department recognises the importance of managing attendance in a fair, consistent and sympathetic manner. All managers are asked to monitor attendance and apply the University's policy consistently. This procedure should be read in conjunction with the guidance 'Managing sickness absence and ill-health at work' available on the Personnel Services website at

<https://hr.admin.ox.ac.uk/managing-sickness-cases-and-other-matters>

If there are any uncertainties about any aspect of sickness absence management, then the Department of Oncology Head of HR should be contacted for [advice: jennie.bumfrey@oncology.ox.ac.uk](mailto:jennie.bumfrey@oncology.ox.ac.uk) Tel: (6)17389.

Reporting

The department has established some general standards for reporting sickness absence.

The department's general standards require as an absolute minimum that employees must:

- Report their sickness absence normally by telephone as soon as possible to their manager or the Oncology HR Department on the first day of absence.
- If the appropriate manager is not available, staff are asked to contact the Department of Oncology HR Department Tel: (6)17316 / (6)17317.
- When reporting their absence, unless inappropriate to do so, give an indication of the nature of their illness so that an accurate absence reason can be recorded; an estimate of the duration of the absence and the anticipated return to work.
- provide a medical certificate 'Fit note' to cover any absence which continues beyond 7 calendar days (from day 8) and where applicable for long term sickness, employees should provide continuity of certification.
- *Managers reporting sickness absence are asked to contact Jennie Bumfrey, Head of HR, Tel: (6)17389.*

See attached table Annex A for a summary of the process

Failure to comply with the sickness reporting procedures without good reason may result in the withholding of sick pay (including payment under the University's scheme).

In addition, managers are required to maintain appropriate levels of contact depending upon the circumstances and employees should expect that in most cases

contact is made on a regular basis, such as is necessary to ensure efficient service delivery. Exceptionally and specifically where advised by Occupational Health contact levels may need to be either less or more regular with good reason.

Return to Work

On the first day of return to work, employees must:

- Respond to the Teamseer email to log back in at work (for absences of up to 7 days)
- Supply a Fit note to HR for absences lasting 7 days or longer and respond to the Teamseer email to log back in at work

Please send completed forms to the Department of Oncology HR Department, Lower Ground Floor, ORCRB or by email to: hr@oncology.ox.ac.uk

Recording

Group Leaders / Managers are asked to ensure that the HR team are advised when staff are absent due to sickness by emailing hr@oncology.ox.ac.uk

The HR team keep a central record and monitor entitlements to Occupational Sick Pay and will liaise directly with individual staff and their line manager.

Medical Certificates / Fit Notes

Fit Notes allow a doctor to provide the employee and employer with more information on how health conditions affect ability to work. This helps the University to understand how they might be able to help an employee return to work sooner.

With the Fit Note a doctor can:

- advise when an employee may be fit for work with some support
- suggest common ways to help an employee return to work
- give information on how an employee's condition will affect what they can do

A 'Fit note' is evidence why an employee cannot work due to illness or an injury and must be provided for any sickness absence that continues beyond 7 calendar days. For example:

A DSS recognised practitioner including GP, Dentist, or Chiropractor can provide acceptable medical certificates

A hospital issued medical certificate covers the employee for up to 7 calendar days from the date of discharge from hospital

Private medical certificates are acceptable but the employee concerned must meet any costs incurred.

Further Advice and Support

Further information regarding these procedures, they should contact the HR team in the Department of Oncology in the first instance Tel: 01865 (6)17317 / (6)17316 or email hr@oncology.ox.ac.uk