**When and How to complete the Self-Certification Statement of Absence Form**

The Sickness Self-Certification form should be completed for all Sickness Absence of up to 7 calendar days. **All fields are mandatory, and you will therefore need to provide all the requested information**

**Absence details**

Absence Start Date This is the first day you are unfit for work – select from calendar

Absence Start Time This is the time you are due to attend work – select from drop down menu

Absence End Date This is the last day you are unfit for work – select from calendar

Absence End Time This is the time you are due to end your day/shift – select from drop down menu

Sickness Reason Select the category your absence falls within from the drop down menu

Sickness Details Select the reason for your sickness absence from the drop down menu

 **Nature of Illness/Injury**

**Was your illness/injury work related**? Tick the applicable box – No or Yes

***Definition of work related illness/injury***

*A work related injury is an* ***injury or illness caused, contributed or significantly aggravated by events or exposures in the work environment.*** *Work related injuries occur on the job and as a direct result of the tasks allotted to the specific job.*

**Was your absence the result of an accident for which
you might be able to claim against a third party?** Tick the applicable box – No or Yes

***Please note****: Where an employee claims loss of earnings from a private insurance company e.g. for sports injuries, car accidents, or from a private medical policy, for any period of absence from work, the Authority reserves the right to make a third part claim or to seek repayment of occupational sick pay if an employee received any income from a private insurance company. This excludes any payments made by way of compensation.*

**Was your absence as a result of a** Tick the applicable box – No or Yes **sports injury?**

**Absence Related to Disability**

**Was your absence related to a disability
as defined by the Equalities Act 2010?** Tick the applicable box – No or Yes
**The Self-Certification Form provides you with two options, you can**:

Save the form at any time and re-access to complete

Submit your self-certification form and declare all information provided is true. An automated email will notify your line manager and request a Return to Work Interview is undertaken. A copy of the self-certification form will be available to view under form history on your dashboard.

**Submit**

**Save**