# Sickness Absence Reporting – Line Manager/Head Teacher Responsibility

Your team member is ill and unable to attend work

## Day 1

**Line Manager/Head Teacher will**:

Receive the call from your team member who is reporting absent from work sensitively and confidentially whilst obtaining the necessary information below.

**Discuss and confirm the following**:

- The start date of the absence
- The possible reason for the absence
- Whether the employee considers the absence is due to an injury at work and if so follow the necessary process (insert intranet link: *industrial injury guidance*)
- Whether the absence is a work related issue
- How long they think they will be absent for, if known

**Request the following additional useful information**:

- Whether the individual intends to visit their G.P.
- Whether there is any outstanding work that needs completion/action

If the absence is due to stress and anxiety or mental health, request the team member completes a stress risk assessment: Individual Stress Questionnaire

**Inform the Employee of the Certification requirements:**

**Self-Certification** – to cover absence up to 7 days

**When to complete the Self-Certification form**:

- During Return to Work Interview; or
- During Employee Support Meeting (whichever is the earliest meeting)
- Send to Team Member to complete and return if Employee Support Meeting undertaken by phone

**How to complete the Self-Certification Form:**

**All Departments/Schools** – Employees to complete the self-certification form via Resourcelink/My View: Welcome - MyView

**Fit Note** – due on day eight of sickness absence

- Employee to obtain a medical certificate from their GP/Consultant/Hospital and send to their Line Manager
- Subsequent medical certificates should run consecutively for the length of the absence and sent to the Line Manager immediately the previous certificate expires

You will need to <u>agree</u> ongoing methods and regularity of communication with your team member

Update the team member's absence record on Welcome - MyView to ensure correct sickness payments are made
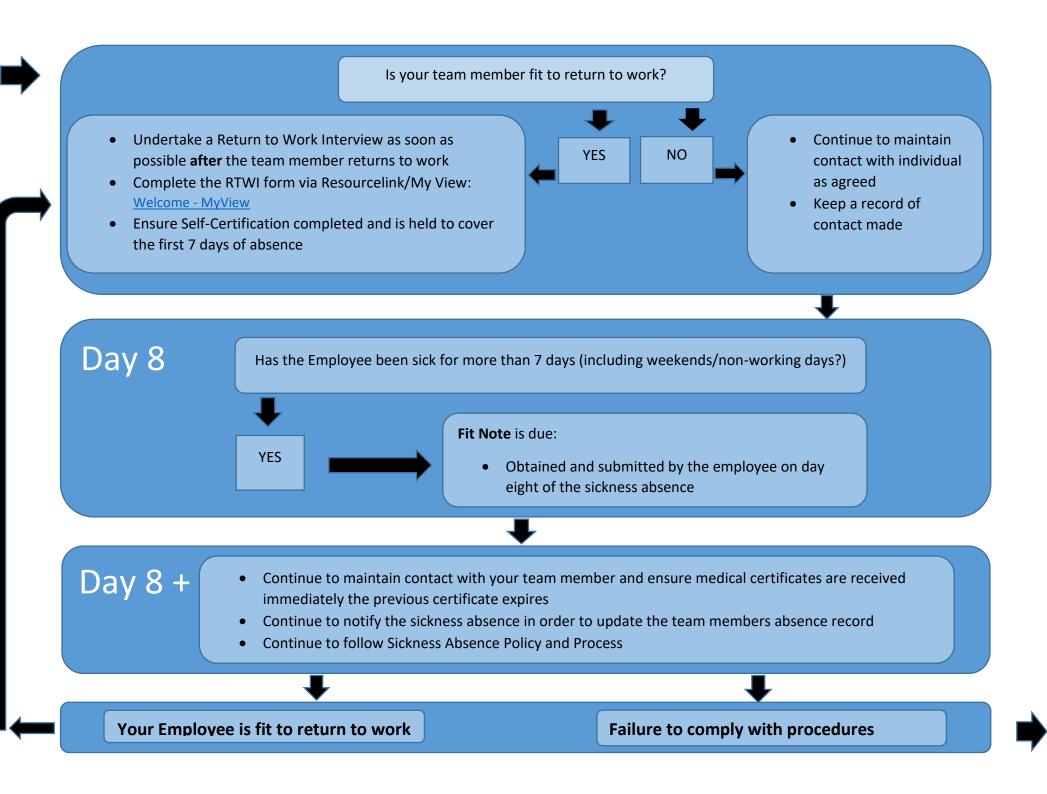
**All Departments/Schools**
Notify and submit the sickness absence on Resourcelink/My View: Guide - How to enter Sickness Absence

**Please ensure you**:

- Provide all requested information including the **correct reason** for absence in order to allow accurate reporting and recording. If in doubt seek advice from the Absence Team.
- Review the team member's absence record in accordance with the **Sickness Absence Management Policy** and take appropriate management action where trigger points have been met (The Stages of Sickness Absence)
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**Is your team member fit to return to work?**

**YES** → **NO** →

- Undertake a Return to Work Interview as soon as possible **after** the team member returns to work
- Complete the RTWI form via Resourcelink/My View: Welcome - MyView
- Ensure Self-Certification completed and is held to cover the first 7 days of absence

- Continue to maintain contact with individual as agreed
- Keep a record of contact made

## Day 8

**Has the Employee been sick for more than 7 days (including weekends/non-working days?)**

**YES** →

**Fit Note** is due:

- Obtained and submitted by the employee on day eight of the sickness absence

## Day 8 +

- Continue to maintain contact with your team member and ensure medical certificates are received immediately the previous certificate expires
- Continue to notify the sickness absence in order to update the team members absence record
- Continue to follow Sickness Absence Policy and Process

**Your Employee is fit to return to work**

**Failure to comply with procedures**

## Failure to comply with procedures

If your team member:

- Fails to report sickness appropriately
- Fails to provide certification in a timely manner
- Fails to maintain contact

**THEN please seek immediate advice from your Business Partner as sick pay may be withheld and they may be subject to the Council's Disciplinary Procedure.**

**Make sure your team members understand the Sickness Absence Policy and Procedures and their role and responsibilities under the policy.**

**Talk about it within your teams.**

**Need Support?**

**For advice and guidance please contact the Absence Team:**

Email: HRabsenceteam@carmarthenshire.gov.uk
Tel: 01267 246169/246097