

Sickness Absence Reporting Procedures

Day 1

You are ill and unable to attend work

You will need to phone your Line Manager/Head Teacher within one hour of your usual starting time or in line with your locally agreed reporting procedures.

The use of text and email is not acceptable.

You will need to provide the following information where possible:

- The nature of the illness or injury
- When you expect to be able to return to work, if known
- If the absence is due to an injury sustained in the course of duty
- Any outstanding urgent work that requires completion

You will need to agree ongoing methods and regularity of communication.

Are you fit to return to work?



YES

You will need to:

- Telephone your Line Manager on the last working day prior to your return to work so that a 'return to work' interview can be arranged
- Complete a self-certification

All Departments/Schools – employee to complete the self-certification form via Resourcelink/My View: [Welcome - MyView](#)



NO

- Continue to maintain contact as agreed with your Line Manager to keep them informed of your progress

Day 8

Have you been sick for more than 7 days (including weekends/non-working days)?

YES

Visit your doctor and obtain a medical certificate

Send the medical certificate to your Line Manager immediately

Day 8 +

Continue to keep your Line Manager informed of your progress and send in a further medical certificate immediately the previous certificate expires.

Returning to Work

You are fit to return to work

You will need to:

- Telephone your Line Manager on the last working day prior to your return to work so that a 'return to work' interview can be arranged
- Complete a self-certification

All Departments/Schools – employee to complete the self-certification form via Resourcelink/My View: [Welcome - MyView](#)