### **Sickness Absence Reporting Procedures**

## Day 1

You are ill and unable to attend work

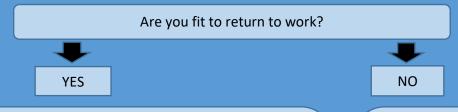
You will need to phone your Line Manager/Head Teacher within one hour of your usual starting time or in line with your locally agreed reporting procedures.

#### 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.

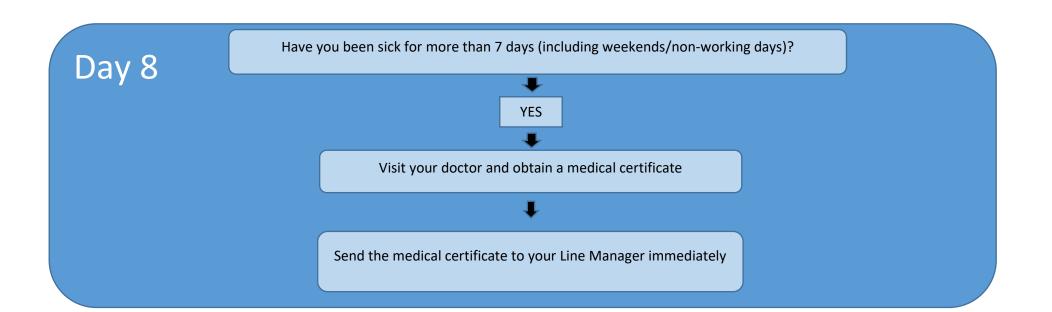


#### You will need to:

- 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

<u>All Departments/Schools</u> – employee to complete the self-certification form via Resourcelink/My View: <u>Welcome - MyView</u>

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



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

<u>All Departments/Schools</u> – employee to complete the self-certification form via Resourcelink/My View: <u>Welcome</u> - MyView