



## Sickness Absence Procedure

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To qualify for sick pay, you need to follow the guidelines shown below. Make sure that you notify your manager and send in the right certificates at the right time. If you don't, you may not be paid. It also helps your section to plan how to cover your work in your absence if your manager is kept informed.

### Half Day of Sickness

If you either come in late or leave work early due to sickness and work less than 50% of your normal/scheduled working day then this counts as half day sickness absence. (If appropriate the half day should be reflected in the certificates that you submit – see below).

### First Day of Sickness

Notify your manager as early as possible telling him/her what is wrong and how long it is likely to last. (If the first full day of sickness follows a half day then you should still contact your manager unless the reason for your illness and how long it was likely to last was made clear at the time of you left work ).

### Fourth Day of Sickness

Contact your manager again if you are still unable to work (unless you made it clear on the first day). Remember that weekends are included when working out how long you have been sick so being sick on Friday and still sick on Monday counts as four days.

### Self-Certification Form

You need to fill in the Self-Certification form when you have been absent for more than 3 calendar days (including Saturday and Sunday).

If you return to work within a week, fill in the Self-Certification form when you get back and hand it to your manager. If your sickness is likely to be for more than 7 days, ask your manager to send you the form to cover the first 7 days and get a statement of fitness for work from the 8<sup>th</sup> day.

When you complete the Self-Certification form, make sure you give a description of your symptoms. "Not well" is not sufficient and may affect your entitlement. The completed form should be given to your manager who will forward it to Payroll.

### Statement of fitness for work (fit note)

You must get a statement of fitness for work, commonly known as fit notes, when you have been sick for more than 7 calendar days. It must cover you from the 8<sup>th</sup> calendar day of sickness.

If your doctor gives you a certificate right at the start of your sickness, you do not need to fill in the Council's Self Certification form.

Any statement of fitness for work must be completed and sent to your manager immediately.

### **Teachers Only**

Saturday and Sunday do not count towards either occupational or statutory sick pay. Therefore being sick on a Friday and Monday count as only 2 days in the above procedures.

### **Sickness During Annual Leave/Bank Holidays**

If you are sick while on annual leave, you will be regarded as being on sick leave provided that this period is covered by a statement of fitness for work, for which we will reimburse any fee incurred. If you are sick on the day before or the day following a public or extra statutory holiday you must self-certify, if a statement of fitness for work does not already cover this.