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SICKNESS ALLOWANCE AND ABSENCE REPORTING PROCEDURES

An employee, who is unable to attend work due to illness or for any other reason, must inform the organisation before 9.30 a.m. on the first day of absence. Failure to communicate may result in a deduction from salary, regardless of any entitlement to sick pay.

The procedure for notification and certification of sickness absence is set out below. The self-certification will operate to cover the first day to the seventh calendar day of an absence.

1. An employee who is prevented by sickness (or any other reason) from attending work shall notify their line manager or other senior staff by telephone call **(it is not acceptable to send a text message to a work colleague or line manager)**

N.B. FAILURE TO NOTIFY THE ORGANISATION OF THE REASON FOR AN ABSENCE MAY RESULT IN PAY BEING WITHHELD

2. Where the absence / sickness continue to the second calendar day, the employee shall notify the organisation of continuing absence. You must contact your line manager to notify them of absence / sickness every consecutive working day and shall indicate whether or not the period of absence is likely to continue beyond seven calendar days
3. Where the absence extends beyond 7 calendar days, the employee shall again contact the organisation to indicate whether or not the period of absence is likely to continue and in the event of sickness submit a Doctor's Statement to the organisation
4. The employee shall thereafter notify the organisation by subsequent statements at intervals of no more than seven days
5. On return to work after a medically certified absence an employee must be in receipt of a final signing-off medical certificate
6. Annual leave cannot be used to cover absence / sickness days

N.B. FAILURE TO COMPLY WITH THESE PROCEDURES MAY RESULT IN PAY BEING WITHHELD

Print Name:

Signed: **Date:**