

## Sick Leave Notification Process

## Documentation

### Day 1

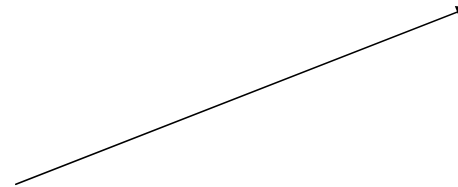
You, or \*someone on your behalf, must tell your manager immediately if you're going to be off sick.



If you're able to return to work within 7 days, you must complete a sickness absence certificate as soon as you come back to work

### Day 4

If you're still sick on the 4th day, you or \*someone on your behalf, must tell your manager that day, and say if your absence is likely to continue beyond 7 days



## Sick Leave Notification Process

**Day 7** If you're still sick on the 7th day, you or  
\*someone on your behalf, must tell your  
manager, and provide an update on your  
condition.

**Day 14+** If your absence continues for a longer period, you or  
\*someone on your behalf, must contact your manager  
every 7 days, and provide an update on your  
condition.

## Documentation

If you're absent for more  
than 7 days, you must  
submit a statement of  
fitness for work for the full  
period of absence, and a sickness  
absence certificate for the first 7  
days.

*\* only in exceptional circumstances*

**You must contact your manager directly to report absence. If they're not available, you should leave a message and provide contact details for your manager to call you back.**

**It's not sufficient to:**

- leave a message with a colleague or switchboard staff
- leave a recorded message on an answer phone
- send an e-mail or text message.