### 4. Staff Terms and Conditions

#### 4.1 Attendance and Sickness

###### Aims and Objectives

The overall objective of this policy is to strike an effective balance between the organisation’s service needs and the need for the employee to be given time to recover from illness. The policy aims:

1. to ensure that short and long term sickness absence at the organisation are dealt with in accordance with best practice, relevant legislation and ACAS’s Code of Practice
2. to monitor the level of employee sickness absence
3. to identify any action which the organisation can reasonably take to improve working conditions and promote the health, safety and welfare of staff
4. and depending on the circumstances of the case for the organisation and the employee to look at practical alternatives to dismissal.

##### Records

All staff are required to record their attendance using the systems currently in force.

The organisation operates a [time sheet](#_Appendix_5:_Time) system and a [leave form](#_Appendix_6:_Annual) to record work hours, TOIL, absence and annual leave (see below 4.4 Working Hours and 4.5 Leave policy). The system is regularly updated by all employees and can be accessed by the line-manager at any time. The timesheet is to be completed, signed, submitted to the line-manager and filed every month.

##### Notification of absence

When employees are absent due to sickness they must do the following:

* On the first day of sickness absence: call their line manager (or CEO if the line manager is not available) by 10.00 am; give the reason for their absence; and indicate the likely date of their return to work. They should also inform the Office Administrator.
* Keep their line manager informed on a regular basis.
* On the fourth day of sickness absence: contact their line manager (or CEO) by 10.00 a.m. as in above.
* On the eighth day of sickness absence: call their line manager (or CEO) by 10.00 a.m. Obtain a medical certificate (a ‘fit note’) from their GP or a hospital doctor and send it to the Office Administrator within two working days.
* Continue to send in consecutively dated medical certificates as necessary and keep their line manager (or CEO) informed on a regular basis.
* If their GP provides a certificate stating that the employee ‘may be fit for work taking account of advice’ (such as a phased return to work, altered hours, amended duties, workplace adaptations) he/she should inform their line manager immediately. The manager shall discuss with the employee whether there are any additional measures that may be needed to facilitate their return to work, taking into account the GP’s advice. This may take place at a return to work interview. If appropriate measures cannot be taken, the employee will remain on sick leave and a date will be set to review the situation.

Failure to provide the required certification or failure, generally, to keep to the sickness absence rules, may result in sick pay being withheld.

The Office administrator will notify you if Statutory Sick Pay is not being paid and why, notify you if you are excluded from Statutory Sick Pay and that you should apply for Employment and Support Allowance and keep records of all sick leave taken and administer sick pay.

When coming back to work, the employee must update their annual leave sheet and if the absence has been longer than 7 days they must fill in a return to work form ([see appendix 6c](#_Appendix_6c:_Return)) and speak to their line manager.

##### Sick pay

###### Statutory Sick Pay (SSP)

THE ORGANISATION is responsible for making SSP payments for any period (or 'linked' period) of incapacity for work:

* which lasts for 4 consecutive calendar days or longer;
* up to a maximum of 28 weeks;
* where linking occurs - if there are 8 weeks (56 calendar days) or less between two such absences;
* no linked period can run for more than 3 years.

###### SSP Rules

To qualify for SSP staff must follow the notification rules detailed in 4.1.2 above.

SSP becomes due when a spell of sickness lasts 4 calendar days or more.

It is only payable for those days agreed as "qualifying days". For the organisation's full time staff this is Monday to Friday, and for part time staff the days normally worked. Qualifying days cannot be defined by reference to the days of sickness.

SSP is not paid for the first 3 qualifying days of a spell of sickness - these are called “waiting days" (wd). If two or more periods of sickness link there is only one set of waiting days.

###### SSP Rates

There is a weekly rate of SSP which normally changes every April. The daily rate is the weekly rate divided by the number of qualifying days.

People Excluded from SSP Payments include staff earning less than the lower weekly earnings limit for NI and staff who have had a previous claim for certain state benefits in the period of 57 days immediately before the first day of incapacity.

All calculations of sick pay are based on a rolling annual basis. In a full sick-pay year, employees who are absent because of sickness will be covered against loss of earnings as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Period of continuous service on first day of absence** | **Period on full pay** | **Period on half pay or SSP only whichever is higher.** | **Period on SSP only** |
| **Probation Period** | no contractual sick pay | no contractual sick pay | no contractual sick pay |
| **3 months up to 1 year** | up to 1 month | 1 month | 5 remaining months |
| **Year 2** | up to 2 months | N/A | 5 remaining months |
| **Year 3 and onwards** | up to 2 months | 1 month at half pay | 4 remaining months |

Employees starting during the sick-pay year (running April - March) will have an entitlement that is pro-rata to the number of calendar months service anticipated to be completed by the end of the year.

In exceptional circumstances these entitlements may, at the discretion of the Board, be extended or unpaid sick leave be granted.

###### Guidance note on sickness immediately before or during annual leave

If you fall ill immediately before an agreed period of annual leave you must follow the normal sickness reporting procedure as stated above. If you do not report your illness it cannot count as sickness absence.

If you become ill while you are on agreed annual leave, you must follow the normal sickness reporting procedure. If you do not report your illness it cannot count as sickness absence.

If you are abroad when you fall sick you will only be able to claim sick leave in lieu of annual leave if you provide a medical certificate issued by a doctor or hospital in the country where you are vacationing.

###### Management Responsibilities

It is the responsibility of Office Administrator to ensure that records of sickness absence are maintained and to provide periodic monitoring reports to the Chief Executive who in turn will report to the Board if necessary.

Managers are required to treat all cases of staff absence due to illness in a fair, consistent and constructive manner. It will be the responsibility of each line manager to monitor the attendance record of all staff in their team.

When an employee returns to work from a sickness absence of 8 days or more, she/he should be seen by their line manager. The object of this informal meeting will be for the line manager to:

* welcome the employee back
* establish/confirm the reason for the employee’s absence and ensure that a return to work form is completed
* find out if the employee has a health problem and, if so, whether there is some support which it would be reasonable and practicable for the organisation to provide.

Information relating to sickness and ill health is sensitive and unnecessary circulation can cause great distress. Managers must therefore take care to ensure that confidentiality is maintained in dealing with cases under this policy and must keep records in a secure, lockable cabinet. This should be a separate cabinet for confidential personnel information.

In the event of an employee taking what in the opinion of their line manager is an excessive amount of casual sickness not covered by a medical certificate, the organisation may require the employee to produce a medical certificate for every period of absence to entitle the employee to sick pay. If it is necessary for the employee to pay for a private certificate, the organisation will reimburse the cost.

The organisation may at any time require an employee who is unfit for duty to be examined by a medical adviser and ask for a medical report. If it is agreed that a medical report will be sought from the employee’s GP or Consultant, written permission will be gained from the employee first. Employees have a right under the ‘Access to Medical Reports Act 1988’ to see any medical report prepared by their own doctor before it is given to the employer and to query items in it.

###### Dismissal

In certain circumstances absence can result in dismissal. However, no employee will be dismissed on grounds of sickness absence without due warning and without the appropriate procedure in this document having been followed and implemented by management. In addition, in both frequent absence and long-term ill health cases, the organisation will, in consultation with the employee and their trade union or other representative, explore reasonable alternatives to dismissal.

Where an employee experiences sickness absence as a result of a disability it will be recorded separately.

If an employee becomes disabled or their disability worsens, the organisation is under a duty to consider making reasonable adjustments if they become unable to carry out their job. This will include considering whether or not it is reasonable to make adjustments to working conditions or the workplace environment. It will also include considering whether it is reasonable to transfer the disabled person to another vacant post.

###### Grievance and Discipline

Any employee who feels aggrieved at the way their sickness absence has been dealt with may invoke the organisation’s Grievance Procedure. Where an employee abuses the sickness regulations (e.g. not providing certificates, being absent without permission, refusing to comply with this policy, etc) it will be dealt with under the Disciplinary Procedure under 4.8.

###### Contacting Employees who are At Home on Sick Leave

Employees on short-term sickness who have followed the reporting procedure should generally not be contacted at home unless the line manager (or CEO) can demonstrate urgent or extraordinary circumstances justifying the contact.

##### Frequent absences

Frequent absence refers to cases where an employee is frequently absent from work for relatively short periods due to sickness. Most employees will have some short-term sickness absence of 7 days or shorter. However, it is essential that frequent absence is dealt with promptly and consistently and managers are responsible for deciding when to initiate action. The organisation considers any pattern of absence of one day or more per consecutive month for more than 4 months, frequent absence.

###### Seeking Solutions at the Informal Stage

THE ORGANISATION believes that it is in everyone’s interest for cases of frequent absence to be dealt with quickly and informally. Where a manager becomes concerned about an employee’s level of sickness absence, every effort must be made to resolve the matter informally. The manager should raise any concerns during supervision meetings and have a two-way discussion with the employee. Both parties should discuss the matter positively, with a view to identifying the reasons for the absences, ways in which the situation might be improved and what, if anything, the organisation can do to support the employee.

The employee should make the manager aware of any relevant factors, such as whether the absence is related to an accident, disability, pregnancy or some medical condition and whether it is likely to be temporary, on-going or long term. The manager should look positively to see if there is anything that the organisation can reasonably do to assist the employee. The manager should also make the employee aware that if the situation does not improve it might need to be dealt with under the formal process.

Where the situation does not improve and the manager assesses that formal action is required the matter will be raised at Stage 1 of the formal process. Where the sickness absence is clearly of a long-term nature, it should be dealt with under *Long term sickness absences* below.

Pregnancy-related absences will not be dealt with through the formal procedures. The line manager will maintain contact with a worker who is absent with a pregnancy related illness and will provide return to work interview. Absence due to pregnancy-related illness may trigger the start of maternity leave if within four weeks of the expected week of childbirth (EWC).

###### Overview of Procedural Stages

###### STAGE 1: First Formal Meeting

In arranging this meeting the line manager should:-

* put the reason for the meeting in writing to the employee;
* arrange the meeting at a time that is convenient for both parties, including the employee’s representative;
* give the employee reasonable advance notice of the date of at least 5 days, time and place of the meeting;
* inform the employee who the meeting will be attended by, the organisation reserves the right to bring a senior worker and/or a member of the Board of Trustees who can act as adviser on points of information and personnel procedure;
* inform the employee that s/he may be accompanied at the meeting by a trade union or other work colleague

At the meeting, the employee will be given an opportunity to explain any circumstances, which might be contributing to their level of absence, or any other matter which they feel ought to be taken into account. The manager will consider the employee’s submission and do the following:

(a) decide that no further action is necessary; or

(b1) specify what, if any, assistance the organisation can give the employee; and

(b2) issue a First Written Warning and give the employee a specified review period (one to three months) during which the level of attendance should improve.

Within five working days of the meeting, the manager will make a written Record of the meeting and give a copy to the employee. If the employee disagrees with the written record s/he should, within a further five working days, write this down and give a copy to the line manager. Both documents will be placed on the employee’s personnel file.

At the end of the specified review period the employee’s level of attendance will be assessed by the line manager as follows:

(a) If there has been an improvement, no further action will be taken.

(b) Where there has been no improvement the line manager will consider whether there are factors relating to the employee’s absence which suggest that the present high level will be temporary.

If such evidence exists the line manager will decide whether to institute a further period of review.

Where such evidence does not exist the line manager will progress the matter to Stage 2 and arrange a further formal meeting with the employee.

###### STAGE 2: Second Formal Meeting

In arranging this meeting the line manager should follow the procedure as set out in stage 1 above.

At the end of the specified review period the employee's level of attendance will be assessed by the line manager as follows:

(a) If there has been an improvement, no further action will be taken.

(b) Where there has been no improvement the line manager will consider whether there are factors relating to the employee’s absence which suggest that the present high level will be temporary.

If such evidence exists the line manager will decide whether to institute a further period of review.

Where such evidence does not exist the line manager will issue a Final Written Warning, progress the matter to Stage 3 and arrange a further formal meeting with the employee.

###### STAGE 3: Third Formal Meeting

The employee must be informed in writing of the purpose of the meeting and given reasonable notice of its date, time and place.

The meeting will be chaired by the CEO and attended by the relevant line manager and by (an appropriate other in an advisory capacity). Where the CEO is the line manager, the meeting will be chaired by a member of the Board of Trustees.

The employee must be informed that s/he may be accompanied at the meeting by a trade union or work colleague.

At this meeting the line manager will present a historical record of the employee's attendance. The employee will be given the opportunity to explain the reasons for her/his absence and any mitigating circumstances, and provide medical evidence. The CEO (or Chair/Board members) will consider the case carefully including any alternatives to dismissal such as redeployment and will decide whether or not the employee’s employment contract should be terminated on the grounds of incapability due to ill health or poor attendance.

The CEO (or Chair) will inform the parties of the decision and confirm it in writing to all relevant parties within five working days.

If it is decided to terminate the employee’s contract, the CEO (or Chair) must inform the employee in writing of her/his right of appeal against dismissal in accordance with paragraph on appeal below. The employee will have ten working days from the date of being informed in which to make an appeal.

##### Long Term Sickness Absence

Sickness absence of one month or more is generally considered to be long-term absence.

Individuals may be absent on long term sick leave for a variety of reasons (e.g., injury, operation, convalescence from illness, diagnosis of a long term disability, terminal illness, etc.) and any action taken will vary according to the circumstances of the particular case. This section gives broad guidance and establishes standards of good practice.

When a disabled employee is on long-term sick leave because of a delay in implementing a reasonable adjustment that would enable them to return to work, the organisation would be expected to maintain full pay for the period of absence unless the organisation can show that it would be unreasonable to do so.

###### Process to assess situation:

1. The first medical opinion that is sought will be that of the employee’s own doctor. (The GP will not be approached without the employee’s consent). If consent is received, the doctor should be asked:

• the nature of the illness – i.e. what is the cause and prognosis;

• the expected period of absence – i.e. the likely date of return; and

• what type of work the employee will be capable of on his/her return – i.e. will they be able to resume their normal duties (send the employee’s job description).

1. First Meeting

Where an employee has been absent for more than one month and there is no identified return date in the near future, the line manager will contact the member of staff to arrange a meeting to discuss their current situation and when a return to work can reasonably be expected. The employee will have the right to be accompanied by a trade union representative or work colleague. The response will determine the next stage in the process, as the options will depend on the individual circumstances. In the event that the employee is too ill to attend the meeting, the manager will seek to obtain the necessary information from them in an appropriate manner, e.g. by home visit or via their trade union or other representative.

After considering the reports for the employee’s GP, and where there is a reasonable doubt about the nature of the illness or injury, the employee should be asked if he or she would agree to be examined by a doctor to be appointed by the organisation and refer the employee to the occupational doctor as outlined in 3).

1. Referral to the Agreed Occupational Health Unit

If a date for return to work cannot be established, the employee will be asked to attend, at THE ORGANISATION’s expense, a medical examination at an Occupational Health Unit or a physician of THE ORGANISATION’s choice to obtain an expert assessment of her/his fitness for work. The employee will be provided with a copy of the letter of referral and a copy of the medical report.

On the basis of the medical report, the options are likely to be one of those outlined below:

1. Fit to Continue in Present Job

If the manager is advised that the employee is fit to continue in her/his current job in the near future, the recommendation should be discussed with the employee as soon as possible. This should be done at a formal meeting attended by the line manager, (*another worker/member of the Board of Trustees*), the employee and, if s/he wishes, their representative. The outcome of the meeting must be confirmed in writing by the line manager and placed on the employee’s personnel file.

1. Unfit to Continue in Present Job - Consider Adjustments or Alternative Employment

Whilst the organisation is under no obligation to create a specific job for an employee who becomes permanently unfit to undertake her/his contractual duties, every effort will be made to make reasonable adjustments or to find alternative employment which is compatible with the medical limitations of the employee. The employee should be asked to attend a formal meeting with the CEO and Chair (*or Chair and another member of the Board of Trustees*) and the employee’s representative so that possible reasonable adjustments or alternative employment can be explored. The meeting will attempt to identify which type of adjustments or jobs at THE ORGANISATION would be suitable for the employee and the feasibility of redeployment. Thereafter, either adjustments will be carried out or an alternative job will be offered. If neither is possible, it may be necessary to proceed to dismissal on grounds of capability.

1. Incapable of Any Work for the Foreseeable Future

Where the Medical Officer advises that the employee is incapable of carrying out her/his current job description for the foreseeable future and where suitable alternative employment cannot be offered, the employee should be asked to attend a formal meeting with the CEO and Chair (*or Chair and another* *member of the Board of Trustees*) and the employee’s representative to discuss the situation and the content of the medical report. The outcome of this meeting will be dismissal on grounds of ill-health and the employee will be entitled to fully paid contractual (or statutory if longer) notice.

1. Terminal Illness

The organisation will approach cases of terminal illness with as much sensitivity and flexibility as possible. Where a line manager becomes aware that s/he is dealing with an employee whose absence is due to a terminal illness, they should seek confidential advice from the (*CEO or Chair*) and, where appropriate, from the employee’s GP, Consultant or an Occupational Health Unit. Each case needs to be dealt with separately depending, in particular, on the medical prognosis and the possible effect on the employee of terminating her/his employment. If the affected employee wishes, the organisation will make every effort to facilitate her/him in continuing to work for as long as possible, either on a full or part time basis, or with periods of absence to take rests from work. In such cases, the Board of Trustees (*or sub-committee*) may use its discretion to extend sick pay, as appropriate.

Where an employee refuses to cooperate in providing medical evidence, or to undergo an independent medical examination, the employee should be told in writing that a decision will be taken on the basis of the information available and that it could result in dismissal

##### Appeals

###### Appeal Against Formal Warnings

The employee will be entitled to appeal against any formal warning. Appeals must be made in writing to the CEO within ten working days of the date of the warning.

###### Appeal Against Decision to Terminate Employment

All employees may appeal to the Staffing Sub Committee *(or the Board of Trustees*) against the decision to terminate their employment. Appeals must be made within ten working days of the date on which the employee was informed of the dismissal, by writing to the Chair (*of Staffing sub-committee or the Board of Trustees*).

###### Format of the Appeal Hearing

Appeal hearings will have the following format:

* the employee or her/his representative will present their case for the appeal;
* the manager will then present the case against the appeal;
* member/s of the panel can question both parties in turn;
* both parties will be invited to sum up, with the manager summing up first.

The Personnel and Finance sub-committee (*or Board member/s*) who form the Appeals Panel will hear and consider the case. The employee will be informed of the decision in writing generally within five working days of the appeal being heard. If further medical evidence is required the employee will be notified. The decision of the Panel is final.

### Appendix 5: Time sheet template

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STAFF TIME RECORD** | | | | | | | | |
| Name : |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **Credit** | **Credit** | **Adjusted** |
| **Date** |  | **Arrival** | **Lunch Break** | **Departure** | **Total** | **Time** | **Type** | **Daily Total** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| **29/03/2015** | **Sun** |  |  |  | 0:00 |  |  | 0:00:00 |
| **30/03/2015** | **Mon** |  |  |  | 0:00 | 7:00:00 |  | 7:00:00 |
| **31/03/2015** | **Tue** |  |  |  | 0:00 | 7:00:00 |  | 7:00:00 |
| **01/04/2015** | **Wed** | 9:00 | 1:00 | 17:00 | 7:00 |  | 1st day | 7:00:00 |
| **02/04/2015** | **Thu** | 9:00 | 1:00 | 17:00 | 7:00 |  |  | 7:00:00 |
| **03/04/2015** | **Fri** | 9:00 | 1:00 | 17:00 | 7:00 |  |  | 7:00:00 |
| **04/04/2015** | **Sat** |  |  |  | 0:00 |  |  | 0:00:00 |
|  |  |  |  |  |  | **Total for the week** | | 35:00:00 |
|  |  |  |  |  |  |  |  |  |
| **05/04/2015** | **Sun** |  |  |  | 0:00 |  |  | 0:00:00 |
| **06/04/2015** | **Mon** |  |  |  | 0:00 | 7:00:00 | B | 7:00:00 |
| **07/04/2015** | **Tue** | 9:00 | 1:00 | 17:00 | 7:00 |  |  | 7:00:00 |
| **08/04/2015** | **Wed** | 9:00 | 1:00 | 17:00 | 7:00 |  |  | 7:00:00 |
| **09/04/2015** | **Thu** | 9:00 | 1:00 | 17:00 | 7:00 |  |  | 7:00:00 |
| **10/04/2015** | **Fri** | 9:00 | 1:00 | 17:00 | 7:00 |  |  | 7:00:00 |
| **11/04/2015** | **Sat** |  |  |  | 0:00 |  |  | 0:00:00 |
|  |  |  |  |  |  | **Total for the week** | | 35:00:00 |
|  |  |  |  |  |  |  |  |  |
| **12/04/2015** | **Sun** |  |  |  | 0:00 |  |  | 0:00:00 |
| **13/04/2015** | **Mon** | 9:00 | 1:00 | 17:00 | 7:00 |  |  | 7:00:00 |
| **14/04/2015** | **Tue** | 9:00 | 1:00 | 17:00 | 7:00 |  |  | 7:00:00 |
| **15/04/2015** | **Wed** | 9:00 | 1:00 | 17:00 | 7:00 |  |  | 7:00:00 |
| **16/04/2015** | **Thu** | 9:00 | 1:00 | 17:00 | 7:00 |  |  | 7:00:00 |
| **17/04/2015** | **Fri** | 9:00 | 1:00 | 17:00 | 7:00 |  |  | 7:00:00 |
| **18/04/2015** | **Sat** |  |  |  | 0:00 |  |  | 0:00:00 |
|  |  |  |  |  |  | **Total for the week** | | 35:00:00 |
|  |  |  |  |  |  |  |  |  |
| **19/04/2015** | **Sun** |  |  |  | 0:00 |  |  | 0:00:00 |
| **20/04/2015** | **Mon** | 9:00 | 1:00 | 17:00 | 7:00 |  |  | 7:00:00 |
| **21/04/2015** | **Tue** | 9:00 | 1:00 | 17:00 | 7:00 |  |  | 7:00:00 |
| **22/04/2015** | **Wed** | 9:00 | 1:00 | 17:00 | 7:00 |  |  | 7:00:00 |
| **23/04/2015** | **Thu** | 9:00 | 1:00 | 17:00 | 7:00 |  |  | 7:00:00 |
| **24/04/2015** | **Fri** | 9:00 | 1:00 | 17:00 | 7:00 |  |  | 7:00:00 |
| **25/04/2015** | **Sat** |  |  |  | 0:00 |  |  | 0:00:00 |
|  |  |  |  |  |  | **Total for the week** | | 35:00:00 |
|  |  |  |  |  |  |  |  |  |
| Annual, sick or special leave should be entered in column G: | | | | | | **Total for 4 weeks** | | 140:00:00 |
| 7 hr for full day and 3.5 hr for half-day. | | | |  |  | **add: TOIL b/f** | | 0:00:00 |
| The reason for leave should be shown against the time in column H, by indicating as below. | | | | | | | |  |
| **A**= Annual Leave; **B**=Bank Holiday; **C**=Compassionate Leave | | | | | | **less: Time due** | | 140:00:00 |
| **D**=Dentist/Doctor; **DE** = Dependency leave, **J**=Jury Duty; | | | | | | **TOIL c/f** |  | 0:00 |
| **M**=Maternity Leave;  **S**=Sick Leave; **T**=Training; **P**=Parental leave | | | | | | |  |  |
|  |  |  |  |  |  | **Holidays** |  |  |
| **I confirm that the appropriate entries have been made.** | | | | | | **Start of period** | | 28 |
|  |  |  |  |  |  | **less: Taken this period** | | 0 |
|  |  |  |  |  |  | **Carried forward** | | 28 |
| **Signed** ………..…………..………………. **Authorised** ………..…..…..…..……………. | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |
| Total sick leave taken this month | | | |  |  |  |  |  |
| Total other leave taken this month | | | |  |  |  |  |  |
| For Other, please state type below eg. Compassionate leave, dependency leave. | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |

### Appendix 6: Annual Leave form

### Appendix 6c: Return to Work Form

**Part 1: Self-Certification** (*to be completed by employee)*

|  |  |
| --- | --- |
| Name: | Job Title: |
| 1st Day of Absence: | Date Returned to Work: |
| Number of working days absent: | Are you: full time / part time \*  \*Delete as appropriate |
| State briefly why you were unfit for work (specify nature of illness or injury. Words like “illness” or “unwell” are not enough) | |
| I reported my absence to: on (date): | |

Signed (employee): ………………………………… Date: …………………….

##### Part 2: Return To Work Discussion (*to be completed by manager)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Manager’s Name: | | Date of RTW Discussion: | | |
| Has the necessary medical certification been presented? (e.g., where required, a fit note/s) | | | |  |
| Yes/No |
| Summary of discussion: |  | |  | |
|  | | | |  |
| Any other comments or issues raised, and any further action agreed: | | | | |

Signed (employee): ………………………………… Date: …………………….

Signed (manager): ………………………………… Date: …………………….