

Appendix B

ABSENCE NOTIFICATION PROCEDURE

When you are absent from work because of sickness you **must** to keep your manager fully informed of the details of your absence. This procedure is **ONLY** applicable where an employee is absent from work due to their **OWN** ill health and **NOT** that of family members.

Where the absence relates to others please contact your manager as a matter of urgency and discuss the appropriate procedure to cover the circumstance.

1st day of sickness absence

- You **must** speak to your manager (or designated person) before 8.30am unless an alternative time is specified.
- Text or email will **NOT** be accepted as formal notification. Where only texts/emails are received the absence will be recorded as unauthorised absence without pay.
- You must state the exact reason for your absence and if possible indicate when you might return to work.

Absence notification by a third party e.g. spouse, partner etc; will not normally be accepted.

2nd to 7th day of absence

- No further action is required, unless you have given an indication of an expected return date. On the 2nd to 7th day of absence (inclusive of non-working days, week-ends, leave etc).
- If you are unable to return as indicated you should verbally keep your manager (or designated person) informed.

The first seven days absence will be covered by the self certification form ([Appendix C](#)) which you **must** complete on your first day back at work.

8th day of absence onwards

- You must provide a fitness for work statement (fit note) for all absences from the eighth calendar day until you return to work.
- These should be provided to the school within 5 working days of their due date.
- Fit notes produced late should be dated to ensure they cover the whole period of the absence.
- Keep your manager updated regarding your absence.

Special circumstances

- You may be required to produce a fit note if you are absent on the day before or day after either annual leave, school closure or a public or statutory holiday.
- If you become ill whilst on annual leave the absence can only be recorded as sickness if a fit note is provided.

Failure to comply with the above may result in delay or loss of pay and/or disciplinary action.