

# HR Code of Practice

## Supporting Staff through Sickness

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### Appendix I: Sickness Absence Notification Procedure

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<b>1st day of sickness</b>	Employee reports sick to head of department (or nominee) who completes sickness form and forwards top copy to HR.
<b>8th day of sickness (including non-working days)</b>	Employee begins to supply doctor's certificate for any further absence. Head of department (or nominee) forwards this to HR.
<b>At the earliest opportunity after receiving a "may be fit to work" note</b> from the doctor (normally the same working day or the next working day after the fit note is issued).	Employee contacts the line manager and (normally) arranges to attend work to discuss the doctor's advice and consider whether a return to work is possible. Similarly, the line manager will arrange to meet the employee and consider the doctor's advice as soon as is practicably possible.
<b>Return to work</b> after any sickness	Employee completes (with the line manager) a self-certificate form for any period prior to a doctor's certificate. In appropriate cases, the manager meets the employee to: <ul style="list-style-type: none"> <li>- acknowledge their return to work</li> <li>- discuss work-related events or issues that arose during the absence</li> <li>- discuss any residual health issues.</li> <li>- offer reasonable support if needed.</li> </ul>
The employee reports stress, depression or any <b>work-related</b> condition	The line manager consults HR and takes medical advice from OHS. On return to work, discuss with employee.