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MONTHLY SICKNESS ABSENCE RETURN FOR ALL MONTHLY PAID STAFF

To: Human Resources From:		School/Department: MONTH											_				
EY:	'S' = Sickn	ess Absen	ce '√' = normal	Work	ing P	atteri	n day	's									
Enter '√' in at any tim	n 2 nd column to s e during the wee	how the emek.	hen an employee is absent nployee's normal working pa esent due to sickness								ree w	ho is re	corded	as ab	sent (due to	o sic
Employee Name		Week Commencing Date	Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		
			S	√	S	V	S	V	S	V	S		S	V	S	√	
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This form should be returned to Human Resources by no later than 7 days after the end of the month to which it relates.

Notes:

- 1. Forms should be completed in Schools/Departments and authorised by Executive Deans/Heads of Department or their Nominee.
- 2. The form should be returned to Human Resources by no later than 7 days after the end of the month to which it relates to ensure Payroll deadlines are met.
- 3. 'Nil' returns <u>ARE</u> required from Schools/Departments when there are no sickness absences.
- 4. Working Patterns for employees who are reported as absent need to be reported. Even if an absence is for just one day, the whole week's working pattern should be indicated.
- 5. A "working pattern" is the days of the week upon which an employee would normally work during the week.
- 6. For the purpose of this form any annual leave booked during any week when an employee is absent should be disregarded and treated as a normal working week.
- 7. Please indicate all days of sickness, including days falling outside the normal working pattern **and** Saturdays /Sundays this is to determine whether a "period of incapacity for work "exists, and, therefore, whether Statutory Sick Pay becomes payable.
- 8. An appropriate medical certificate is required for all periods of sickness which exceed 3 days, i.e. **A SELF-CERTIFICATION FORM, dated from the first day of illness**, if the sickness extends to 4, 5, 6, or 7 calendar days, and a Doctor's certificate starting from the 8th calendar day. In all cases where an employee is certified sick by a Doctor a further note from the Doctor will be required to certify that the employee is fit to return to work.
- 9. Self-Certification Forms are available from Human Resources.