

Reach South Academy Trust aims to encourage all its staff to maximise their attendance at work while recognising that employees will, from time to time, be unable to come to work due to sickness or other reasons.

Reach South Academy Trust defines short term sickness absence from work as periods lasting up to two continuous working weeks, and long term sickness absence periods lasting in excess of two continuous working weeks.

It is the organisation's policy to support employees who are genuinely sick and unable to come to work.

As an employee of Reach South Academy Trust, you are responsible for the correct reporting and certification of any sickness absence.

If you need any advice and guidance, please contact your line manager in the first instance or the HR Team on:

HR Helpline: 01752 422955

Or by email to: HR@reachsouth.org



Reach South Academy Trust

Phone: 01752 422955
Email: hr@reachsouth.org

**Reach South Academy
Trust**

Managing Sickness Absence

Reporting & Certification Procedure: Employee's Responsibilities



HR: 01752 422955

What to do? When to do it?

Telephone your manager at the earliest opportunity, but within the first hour of your shift at the latest, or as directed by your manager.

Do:

Telephone and speak to your manager personally and advise them -

- The reason for your absence (sickness or non-sickness)
- Why your reason prevents you from working
- Your expected return to work date
- Whether you consider your absence to be work related
- Whether you are going to submit a GP Medically Certified Sickness Certificate or a Self Certificate
- A contact telephone number and address for the duration of your absence

Don't:

- Get someone else to telephone for you, unless you are in hospital or otherwise genuinely unable to make contact personally
- Leave a message, unless your manager or their deputy is not available. If you do leave a message, you must also give a contact number, so that your manager can call you back.
- Send an email or text message to your manager
- Get a work colleague to pass on a message

If you fail to contact your manager personally, they will contact you to establish the reasons for your absence. Failure to follow the sickness reporting and certification procedures correctly could result in disciplinary action being taken.

Please see the Trust's Managing Sickness Absence Policy for further guidance.

Keep your manager updated by regularly contacting them at times agreed with them. The frequency of contact will depend on how long you are absent, and should be agreed with your manager. For example, If you are off work for more than one month, you should, as a minimum, contact your manager at least once a month at times agreed with them and agree a communication strategy for any urgent issues.

Do:

Telephone and speak to your manager personally and advise them of the following -

- That you remain unfit for work and why you cannot work
- Update them as soon as possible of any significant changes in your progress that may prevent an early return to work
- When you expect to be back at work, or the date you are next seeing your GP
- Any changes in your contact number or address

Don't:

- Get someone else to telephone for you, unless you are in hospital or otherwise genuinely unable to make contact personally
- Leave a message, unless your manager or their deputy is not available. If you do leave a message, you must also give a contact number, so that your manager can call you back.
- Send an email or text message to your manager
- Get a work colleague to pass on a message

Self-certify your absence for any period of sickness absence of seven consecutive calendar days or fewer (including days you are not rostered/contracted to work).

Do:

- Ask your manager for a self certificate form to complete for sickness 7 calendar days or fewer
- Complete and return the form to your manager on your first day back at work
- If your absence is for 8 or more calendar days, you should provide a self certification form for first 7 days and

then a GP medically certified certificate from 8 calendar days onwards. You have to supply this to your manager no later than 5 days after the 7th day of your absence.

Don't:

- Put false information on the form. It is a criminal offence to falsify a self certification form (e.g. claiming sickness for other reasons such as childcare needs) and could result in disciplinary action being taken
- Forget to return the completed self certification form to your manager when it is due. Failure to do so could result in you not being paid.

GP Medically Certified Sickness Certificate if you are absent for 8 consecutive calendar days or more (including days when you are not rostered/contracted to work).

Do:

- Let your manager have the certificate as soon as your doctor issues it and no later than 5 days after it has been signed by your GP
- If you are still sick when the certificate runs out, obtain a new one from your GP, which must immediately follow on from the previous one. They must run consecutively
- Again, please let your manager have the new certificate as soon as it has been issued

Don't:

- Have 8 days or more off sick, unless your absence from the 8th day is covered by a GP certificate. If you do, you will not be paid.



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