

Guide to Sickness

Notification Requirements

If you are unable to attend work due to sickness you are responsible for notifying your **Department Manager** by telephone no later than 9.30 am on your first day of absence. You should provide an indication as to the likely duration of absence. Should this change you are responsible for advising your **Department Manager**. If you become unwell during work you must obtain permission from your **Department Manager before** leaving work.

If your Department Manager is unavailable then you should contact your **Department Director** and if they are not available you should contact **the People Team**.

Leaving voicemail messages, texts, e-mails, leaving messages with colleagues or asking a third party to make contact with the Association is **not** acceptable unless in an emergency.

Certification Requirements

If you are off for less than 7 calendar days you must complete a self certification on your return to work. These can be downloaded from the intranet. They should be signed by your **Department Manager**.

If you are off sick for more than 7 calendar days you must obtain a medical certificate from your Doctor. This should be given to your **Department Manager** who should forward this to People Team.

It is your responsibility to ensure that you obtain medical certificates in a timely manner. Any sickness absence not covered by a certificate may be treated as unauthorised absence which will be unpaid.

A failure to follow these notification/certification arrangements may result in sick pay benefits being withheld or amended, with your absence being recorded as unauthorised absence which may result in more formal disciplinary action being taken against you.