

APPENDIX 4

Procedure for notifying sickness absence

- a. A Tutor will be required to inform his/her line manager as early as possible on their first day of absence and no later than two hours after the normal time of starting work. If the line manager is unavailable he/she should contact another senior member of staff. The Tutor should give the following information:
 - An assessment of the nature of the illness
 - The date on which the illness started
 - The date on which they expect to return to work
 - How they can be contacted if necessary.
- b. The Tutor should later inform their line manager if the illness is likely to last longer than first expected.
- c. A self-certificate of absence must be completed by the member of staff on return to work in cases of absence between four and seven days (including sickness at week-ends).
- d. A medical certificate must be submitted to the line manager for absences of greater than seven days. In exceptional circumstances, where the illness is of a personal nature, the certificate may be forwarded to the relevant HR Adviser, who may agree to inform the relevant manager that the member of staff is ill without giving a reason. Where there is a risk of contagion to staff or students, this will not apply.

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