Managing Sickness Absence
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Why manage sickness absence?

- Absence comes at a significant cost to the College, in terms of providing sick pay, additional cover, lower productivity and additional pressure/stress other team members required to pick up the work.

- Majority of absence is genuine and due to ill health, however it can also be an indication of dissatisfaction with the job and low motivation.

- Providing support to individuals at an early stage can result in an earlier return to work date and prevention of reoccurrence in the future.
Notification & Certification

- Staff are required to notify their manager as soon as possible on the first day of absence.

- You should agree with the individual how you are going to keep in touch so they keep you informed of the progress of the illness and their likely date of return.

- On their return to work you should conduct a return to work meeting with them and complete a Sickness Absence Notification form. If their absence exceeds seven calendar days they must send a medical fit note to you as soon as possible.

- You will need to send the Sickness Absence Notification form (and medical fit note if necessary) to HR.