To Whom It May Concern

As set out in Imperial College’s terms and conditions of service, staff employed by Imperial College who become sick whilst on annual leave may be regarded as being on sick leave. If the member of staff wishes to reclaim their annual leave for the sickness period, they must provide a medical certificate signed by a GP at the beginning of the sickness absence, to cover the absence from the first day of sickness.

In rare instances where, when holidaying abroad, if a General Practitioner does not have headed notepaper or an official stamp to confirm authentication, this form will be accepted by the College in place of the aforementioned, conditional on it being completed fully and clearly.

__________________________________________________________

Doctor’s Statement

In confidence to: ..................................................................................................................

Prof/Dr/Mr/Mrs/Miss/Ms

I examined you today/yesterday and advised you that you should refrain from work:

for: .................................................................................................................................

until: ............................................................................................................................

Diagnosis of your disorder causing absence from work: ..................................................

Doctor’s remarks: ..........................................................................................................

Doctor’s signature: ................................................................. Date of signing: .................

Print Name: .............................................................................................................

Surgery Address: ..................................................................................................

Please print in capitals ..............................................................................................

Telephone No: ........................................................................................................