

Reminder – recording sickness absence for employees and return to work discussions

As a reminder, with regard to the recording of sickness absence for employees, this should continue to be undertaken using the Your HR system, whereby the absence is opened on the system by the manager when the employee goes on sick leave and it is then closed off on the system on the employee's return (which can be undertaken by either the employee or the manager, depending on whether the employee has access to Your HR). For absences of 8 calendar days or more a Fit Note is submitted by the employee which the manager inputs to the Your HR system along with any subsequent Fit Notes, where the absence continues. A copy of the Fit Note should be sent to the HR Service Centre (scanned and e-mailed) with the original returned to the employee.

Managers are also reminded of the need to undertake a Return to Work Discussion with an employee who has been off on sick leave, on their return to work, on each occasion they have sickness absence. A form is completed to record the content of the discussion, with what to cover detailed on the form. The Return to Work Discussion comprises the informal part of the Supporting Attendance and Wellbeing Policy.