UNIVERSITY of York

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Sickness absence form

This form is to be used to record notifications of sickness absence. For more information on recording and managing sickness absence, go to www.york.ac.uk/admin/hr/sickness-absence

Where an absence is 4 or more days in duration the employee must complete the Self-Certification Form (SC2) and submit this to Payroll Office.

SECTION 1 - SICKNESS ABSENCE DETAILS

Employee's full name	
Department / section	
First day of absence	
Expected length of illness (if known)	
Nature of illness	
Additional comments	
Actual date of return	

SECTION 2 - YOUR DETAILS

To be completed by the person reporting the absence.

Name			
Position			
Signature		Date	

What to do next

- This form should be sent to the line manager of the employee, and a copy filed with the employee's record

- The line manager should hold a return to work discussion with the employee and complete a return to work discussion form

- Make sure the absence has been recorded centrally by including it in your department's absence report for Payroll

- If the absence is the result of an accident or incident which occurred at work, then an accident reporting form must be completed. Full guidance for this procedure is available on the health and safety website