Note about online submission of form: this form is designed to work with version 7.0.5 of Acrobat Reader or later. To check your version, select Help > About from the menu bar.If you have a less up to date version, the automatic email button may not function, but you will be able to save your form and attach it to an email manually. To update your version of Adobe Reader, you should contact the IT administrator for your section, as updating requires administrator rights.

Newcastle University

Self-Certification of Sickness and Return to Work Discussion for Absences up to and Including Seven Calendar Days

Title _____ Surname: _____

Forename(s): _____

Personnel Number: 0 0 0 **n.b.** must be 8 digits. Add leading zeros if needed.

School/Service/Institute: _____

First day of sickness: _____ Last day of sickness: _____

Total number of days absent: _____

Details of sickness (see note 2): _____

Is a return to work discussion required? ☐ Yes ☐ No

Is the sickness related to a disability? ☐ Yes ☐ No (see note 3)

Is this the first time that your disability is being declared? ☐ Yes ☐ No (see note 3)

Return to Work Discussion [this section to be completed by **manager**]

Is the member of staff fit enough to return to work? ☐ Yes ☐ No

Did the member of staff follow the absence notification procedure? ☐ Yes ☐ No

Where the absence notification procedure was not followed was a reminder given of the required procedure? ☐ Yes ☐ No

Has the employee been brought up to date on anything they have missed whilst they have been away? ☐ Yes ☐ No

Additional Information

_____

Employees name: _____ Date: _____

Supervisor/Managers name: _____ Date: _____

Personnel No.: 000

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Notes to employees: Appendix 1

1. This form should be completed on line and returned to your Supervisor/Manager by email as soon as possible on your first day of return to work to enable the return to work discussion to be held. Your Supervisor/Manager will forward this form to Payroll **by email.** Hard paper copies of this form should only be used where email submission is not possible.

2. Please state the nature of your sickness (e.g. influenza, rheumatism etc.) or describe to the best of your ability the symptoms (e.g. diarrhoea, chest pains, dizziness etc.).

3. If your sickness is related to a disability, please send this form directly to your Human Resources Manager/Adviser. Access to this information will only be made available to the relevant Human Resources contact and should a third party need to be involved, your consent will be sought prior to disclosure. If this is the first time that your disability is being declared, you must contact your Human Resources Manager/Adviser as soon as possible so that a follow up discussion can be held. This discussion will help the University to assess your individual needs and make any suitable reasonable adjustments. The Disability Discrimination Act 1995 defines disability as a `physical or mental impairment which has a substantial and long-term adverse effect on the person's ability to carry out normal, day to day activities'.

4. If your absence lasts for eight days or more you will be required to submit a Doctor's Medical Certificate to your Supervisor/Manager, who will forward it to Payroll and send a copy to the relevant Human Resources team. If your Medical Certificate is dated after your first day of sickness absence you must complete the Self Certification of Sickness part of the form to ensure that the full period of absence is reported.

Notes to Supervisors/Managers

Employees must complete the first section of this form and forward it to you on their return to work. It is recommended that a return to work discussion takes place as soon as possible. Ideally the discussion should take place face to face but if this is not practical a telephone discussion should take place. If you do conduct the return to work interview by telephone, take notes of the discussion and complete the self certification and return to work discussion form when you receive it from the employee.

Supervisors/Managers must not disclose information to anyone other than to people who need to know as part of operating the sickness absence procedure. Personal details about an employee's health are confidential and any breach of confidentiality may lead to disciplinary action. Personal records about an employee's health should be held in accordance with the requirements of data protection legislation.

Email to Manager

Manager send to Payroll

Print Form