## SICKNESS ABSENCE REPORTING PROCEDURES

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through Line Manager, Employee Assistance Programme (EAP), Occupational Health and Counselling.

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- 3. Contact during sickness absence
- 3.1 All members of staff are expected to maintain contact with their line manager during their sickness absence at an appropriate frequency, agreed with their manager, to update the line manager on the expected return to work date.
- 3.2 Where the absence is not covered by a fit note, the member of staff would be expected to be in contact their line manager on a regular basis, this will be discussed and understood by both parties.
- 3.3 Where the sickness absence is likely to be long-term, the line manager must ensure that they maintain contact with the member of staff during the period of sickness absence to show concern for their well-being and to encourage them to return to work as soon as they are fit.
- 3.4 Where the sickness occurs overseas, whether the employee is on leave and does not expect to return to work on the agreed date or whether the employee is away on business, they are still expected to keep in regular contact with their manager to keep them updated on their sickness absence and expected return to work.
- 3.5 Where it is likely that this sickness is to result in long term absence from work and the employee is unable to return to their normal place of residence they must provide an alternative telephone number or email address where they can be contacted.
- 3.6 Where time zones and the reason for absence allow, the employee must remain contactable during normal working hours and where possible follow the absence procedure.
- 4 Self-certification
- In order to qualify for occupational sick pay, all staff are required to complete the relevant section of the USP1 form (self-certification) for any period of sickness absence. The USP1 form must then be Payroll Department.
- 4.2 Self-certification can be valid for up to 7 calendar days sickness absence (including any non-working days). For full guidance, please go to https://www.gov.uk/taking-sick-leave.
- 5. Providing a fit note
- For absences exceeding the current self-certification rules, an employee must obtain a fit note (formerly known as medical certificates), usually issued by their GP, which should be submitted to their line manager or designated representative. The fit note should then be attached to a USP1 form, with the relevant section completed, and then forwarded to the Payroll Department (this can be emailed to payroll@reading.ac.uk).
- From this point onwards, fit notes must be submitted in a timely manner to cover any further periods of absence. Sck pay may be withheld in the event of non-receipt of fit notes by Payroll.
- 6. Non-working day
- In reporting sickness absence it is important to understand the relevance of the "non-working" day, particularly for those who do not work the standard week (i.e. Monday to Friday). For example, for a part time member of staff who normally works Monday to Wednesday each week, and who rings in sick on the Monday, Tuesday and Wednesday, the eighth day of absence will be the following Monday, i.e. the eighth calendar day, when a fit note will be required. If the employee returns to work on the eighth day and it is her / his first day of fitness, only the normal working days (in this case Monday, Tuesday and Wednesday) would be recorded as absences against the sickness record.

- 7. Unauthorised absence
- 7.1 Absence that has not been notified in accordance with this policy will be treated as unauthorised absence , unless a reason is subsequently given which the manager considers acceptable.
- 7.2 If a member of staff does not report for work and has not informed their immediate line manager or other senior member of staff why they have not attended for work, their line manager should make all reasonable efforts to contact them e.g. by telephone or in writing and should record any action taken.
- 7.3 Where the manager has been unable to make contact with the employee the manager should contact the relevant HR Partner/Adviser who will provide advice on the most suitable course of action to follow.
- 7.4 Failure to report sickness absence in accordance with this procedure may result in the loss of sick pay and may
- 8. Persistent short-term absences
- 8.1 These absences will generally be for relatively minor illness or injury e.g. for such common ailments as flu, stomach upset, back pain etc. The absences may be due to a variety of reasons, or due to a persistent medical condition.
- Where there appears to be a problem of persistent short absences the line manager should explore with the member of staff whether there are any underlying problems that are causing the absence and may refer them to Occupational Health.
- 8.3 As a guideline the following will normally be regarded as persistent short term absences and will trigger :
  - a. Three periods of sickness absence in a 3 month period;
  - Regular absence on certain days, e.g. Mondays or Fridays, long shift days, known busy days etc:
  - c. An employee may also be considered to have an unacceptable level of persistent short term absence where a combination of odd days, longer periods and patterns of absence cause the line manager concern.
- 9. Pregnancy related sickness
- 9.1 An employee who is absent due to a pregnancy-related illness during the four week period prior to their due date will be required to start their maternity leave on the date that they go off sick, and will be entitled to maternity pay and not sick pay. Days of pregnancy-related illness during this period may be disregarded if the employee wishes to defer the start of their maternity leave period, and a risk assessment does not indicate that carrying out work will endanger their pregnancy.
  - account when looking at targets for absence levels.
- 10. Disability related sickness
- Prognan Disseritary Actates (si) (si) (F) ss (albs: sapedillo e managed in accordance with the Equality Act 2010 and related Codes of Practice and guidance, and advice on specific cases can be sought from your HR Partners (Adviser.

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- 12.5 Where it is likely that this sickness is to result in long term absence from work and the employee is unable to return to their normal place of residence they must provide an alternative telephone number or email address where they can be contacted.
- 12.6 Where time zones and the reason for absence allow the employee must remain contactable during