



# Absence Record Form: Employee Information

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## Purpose

This procedure provides employee information on how and when to complete the Absence Record Form.

## Procedure

The Absence Record Form can be obtained from your Line manager. A copy should be completed to cover all periods of absence, including annual leave.

Completion of an Absence Record Form will suffice for period of sickness absence up to seven consecutive days. All periods of absence for reasons of sickness, in excess of seven days, must be supported by a Statement of Fitness for Work, which must be made available to your Line manager at the earliest possible time.

Where more than three periods of uncertified absence occur in any six-month period, employees may be required to obtain, at their own expense, a Private Medical Certificate from their doctor. This must be made available to their Line manager at the earliest possible time.

Absence on the grounds of sickness for a period of 24 hours immediately preceding or following a public, statutory, or annual holiday, will be treated as unauthorised unless supported by a Private Medical Certificate.

Excessive periods of absence may lead to a medical examination in order to determine an employee's continued suitability to perform their contractual duties.

Where the reason for an employee's absence is known prior to the absence occurring, a completed Absence Record Form must be submitted to their Line manager when the request for permission to be absent is made.

In all other cases, the form should be completed immediately following their return to work.

This policy is non-contractual and may change from time to time.