

Sickness Absence - Questions and Answers

Contact

- **What if Employee has not phoned in sick?** Employee must phone Manager to report sickness absence by the time they are expected to start work. If they have not phoned in and spoken to Manager they are considered Absent Without Leave (AWOL) and attempts should be made to contact the employee. Failure to follow the reporting procedure could result in disciplinary action.
- **What does Employee need to tell Manager?** Employee must notify Manager of reason for absence, when they anticipate they will return to work and any appointments that need to be rearranged, or cover that needs to be provided, and any work that needs to be picked up. If anticipated being off for more than the day Manager and Employee agree next contact arrangements (when and how) or upon a change in circumstances if they occur before the agreed next contact.
- **What happens when Employee returns to work?** Manager will undertake a [Return to Work](#) discussion on day they return to work (or prior to their first day back where reasonable adjustments may be required) to discuss any issues relating to reason for absence, return to work and to update Employee.
- **What if Employee cannot be contacted during sickness absence?** Whilst off sick employee is expected to make themselves available for scheduled meetings, face to face or on phone, to discuss their sickness absence and to attend Occupational Health appointments if required. If not available take advice from HR Advisory Service.

Absence Recording

- **What process does an Employee need to complete when ill?** If absence is for part day to seven days, the employee must enter the sickness on to Your HR. If absence is eight days or more (including Saturdays, Sundays, bank hols) employee must provide a fit note from their doctors and upload this to Your HR. Statement of Fitness for Work forms must cover the total period of sickness absence
- **What if Employee is ill at work?** If employee attends work and then feels unwell they must make their Line Manager aware. If employee has agreement from their Line Manager that they can leave work and go home the following applies: If employee has worked less than 50% of their expected contracted hours for that day the absence will be recorded as a half-day sickness absence. If employee has worked 50% or more of their expected contracted hours for that day, the absence will not be recorded as sickness absence
- **What forms does Employee complete if goes home ill?** If employee has worked less than 50% of expected contracted hours for that day, the manager or employee must enter this on to Your HR and the absence will count towards normal Occupational Sick Pay entitlements
- **What if Line Manager wants a Statement of Fitness for Work form?** If Manager requests a Statement of Fitness for Work form to cover absence from day 1 cost will be reimbursed if covered by a receipt. Speak to HRA first.
- **When should Employee provide documentation?** Employee must produce Statement of Fitness for Work form within 2 working days of it being due - if not received, after discussion with HR Advisory Service, occupational sick pay will be stopped from the first day of absence or from the date the previous fit note expired
- **How can Employee view their absence history?** Employee can view their sickness record via employee Self Service on Your HR.

- **How do I record a Phased Return to Work?** If a phased return to work is agreed and flexi time or annual leave is being used to cover the periods not at work this should be recorded on Your HR in the normal way. If employee is actually recorded sick for any of the phased return then a phased return to work form will be completed by the HRSC.

Pay

- **How can we find out information about Sick Pay?** Details of [sick pay allowance](#) - late notifications of sickness absence could affect an employee's pay

Support

- **What support is available to Employees?** Employees can contact **Workplace Wellness** directly to access a confidential support and counselling service. This can be found on the [Your Wellbeing](#) pages, which also hosts lots of useful information for employees wanting to improve their wellbeing

Annual Leave

- **What if employee is on annual leave and is sick?** If an employee is on annual leave and is sick, the period of sickness is regarded as sick provided that employee has followed the normal reporting procedure (phoned in on day one of absence and spoken to Line Manager) and the absence is covered by a Statement of Fitness for work Note. If sickness is for 7 days or less WCC will reimburse the cost on production of a receipt. Leave will not be credited if sickness occurs on a bank holiday or public holiday.
- **What if Employee requests annual leave whilst off sick?** Holiday may be beneficial to an employee who is on long term sick and if they opt to take a holiday it will be deducted from their annual leave entitlement. Taking annual leave whilst absent due to sickness does not constitute a return to work and will therefore not trigger an increase in contractual sick pay. All annual leave needs to be requested and authorised in advance, even when employees are off sick.
- **What if employee cannot take annual leave entitlement?** Where employee has been on sick leave and has been prevented from taking their full annual leave entitlement due to sickness absence contact HR Advisory Service for advice. If employee is off sick and have annual leave booked they can opt not to take it. If employee opts not to take the annual leave it will be reimbursed and can be taken at another time.