

Absence Reporting

1. On the first day of sickness phone or email your line manager, and if appropriate, the General Manager, to let them know :

- The first day you became ill
- What is wrong with you
- When you expect to be back at work

For other absences contact your Line Manager.

2. Phone or email again with update if you do not return to work when expected.

3. Phone, email or speak to your line manager again when you are back at work.

What certificate must you produce?

1. If you return to work within **7 calendar** days of your first day off work, you must self-certificate using the absence form below and hand this to Alistair Winch.

2. If you return on or after the 8th day, you must produce a certificate from your doctor **regardless of how many of these days were actually working days** and complete the absence form below.

NB

Employees who fall ill during annual leave will be regarded as being on sick leave only if a doctor's statement is produced. Sick leave will commence from the date of the statement; thereafter, normal sickness reporting arrangements will apply.

Suffolk Artlink: statement of absence from work

If you are absent from work through illness of up to **seven calendar** days inclusive, please complete this form and hand to Alistair Winch on your return.

If you are sick for eight days or more, please send this form, completed, together with a doctor's statement (fit note) to Alistair Winch, Suffolk Artlink, Units 13 & 14, Malt Store Annex, The Cut, 8 New Cut, Halesworth, IP19 8BY or by email to alistair@suffolkartlink.org.uk

PLEASE USE BLOCK CAPITALS

Full name.....

Address.....

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.....

Signature.....

I certify that I was absent from work on the following dates (Please enter the date on which you became ill)

From:..... To:.....

The total number of working days I was absent was:.....

My absence was due to:.....

- * I have/have not been seen by a doctor in connection with this illness
- * I was seen by the doctor on
- * The Doctor's name and address is

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Signed..... Date.....