

## **Sickness Absence Policy**

The University of Cambridge is committed to promoting the health and well-being of all employees. This policy and the associated guidance aim to promote supportive and effective management of absence due to ill-health (commonly known as sickness absence) and that any support is considered as early as possible.

The Sickness Absence Policy aims to maximize employee attendance while recognizing that there are occasions when employees may be unable to attend work due to their own ill-health.

The purpose of this policy and associated procedures and guidance is to provide a clear framework for reporting and recording sickness absence and outlines the fair and consistent management of short and long-term sickness absence across the University. It also ensures that employees have the support they need from their managers, as well as access to support services provided by the University.

The full policy can be found at <http://www.admin.cam.ac.uk/offices/hr/policy/leave/sickness/>

The Departmental procedures that apply to all staff are as follows:

### **1. Informing the Department of Your Absence**

All staff who are unable to attend work due to ill-health are to notify their immediate manager/supervisor of their absence and, if appropriate, the Teaching Office, by telephone or email.

N.B. If you fall ill whilst on annual leave, you should report this to your line manager/supervisor as soon as possible, even if abroad. The usual requirement for self-certification and medical certificates in this policy will apply. For a medically certified absence which prevents an employee from carrying out their holiday plans, it would be possible for the employee to arrange to take the annual leave at another time. However, if the occurrence of sickness occurs when the Institution would normally be closed (e.g. during the Christmas period or on a Public Holiday), the absence will be deducted from the employee's annual leave entitlement.

### **2. Submission of Self-Certification Form/Statement of Fitness for Work**

| <b>Duration of sickness absence in calendar days</b> | <b>Documentation required from employee</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Up to 7 days                                         | Self-certification form (CHRIS 62) must be completed <a href="http://www.admin.cam.ac.uk/offices/hr/forms/chris62/">http://www.admin.cam.ac.uk/offices/hr/forms/chris62/</a>                                                                                                                                                                                                                                                                                                                                                                           |
| 8 days or more                                       | <p>A statement of Fitness for Work (or "Fit Note") must be obtained from a doctor.</p> <p>A fit note will advise that either an employee is unfit for work or that they may be fit for work subject to reasonable adjustments.</p> <p>If you receive a fit note stating that they "may be fit for work", you should inform the HR office as soon as possible. When presented with a fit note that contains specific medical advice or recommendations, the HR Office will discuss this with the employee and seek advice from Occupational Health.</p> |

### **3. Return to Work:**

Procedure to be followed

The supervisor/line manager is encouraged to hold a return to work discussion and the Return to Work Discussion form should be completed and returned to:

Academic, Academic-Related, Administrative and Manual staff:  
Research Staff:  
Technician Staff:

HR Admin Office  
Research Office  
Workshops Office

### **4. Frequent Absences/Informal Discussions**

If the frequency, pattern or level of sickness absence is of concern, the supervisor/line manager will be asked by the HR Office to hold an informal discussion and complete the Informal Discussion Form.