REPORTING SICKNESS



We aim to ensure that all staff are treated in a way that is sensitive, fair and which balances the needs of the individual and the University.

If you are unable to come to work for any reason, then you must follow the procedure below.

FIRST DAY OF SICKNESS ABSENCE

On the first day of absence, you must call your line manager or make contact via any other pre-agreed method before your start time, giving as much notice as possible about your situation and clearly stating the reason why you are unable to come to work.

Wherever possible, you must make contact yourself and not ask someone else to call on your behalf. You manager will ask you to confirm the reason for your absence and ask you if any support is required. If your manager is not available when you call, please leave a message and a contact number and a manager will call you back as soon as possible.

ABSENCE THEREAFTER

If you are absent for more than one day, your manager will agree a regular “contact” schedule with you and where appropriate provide support. If you are absent for longer than a week you will need to obtain a Fit Note from your doctor

When you return to work after sickness, your manager will always conduct a return-to-work interview to ensure that you are able to fulfil your duties.

It is imperative that regular contact is made with you throughout the duration of your absence.

SUPPORTING STAFF THROUGH SICKNESS

Referrals to Occupational Health may be appropriate if a pattern of absence becomes apparent or your levels of absence exceed those stated in the policy.

If you wish to speak to someone confidentially, you are welcome to contact the Workplace Options scheme which is free and confidential. You can contact them on 0800 243458 (24 hours) or by email at assistance@workplaceoptions.com

SICK PAY

Further information on the University's Sickness Benefit Scheme can be found on the Human Resources Website using the following link: http://hr.qmul.ac.uk/media/hr/docs/working-at-qm/policiesprocedures/sickness/QMUL-Sickness-Benefit-Scheme.pdf

ABSENCE FOR OTHER REASONS

If you are absent for any other reason, then please follow the same procedure as above. Your manager will take every reasonable step to support you when personal emergencies arise and will be able to discuss the options available to you. (e.g., annual leave, compassionate leave, and domestic leave (unpaid) etc)

Your manager will also consider reasonable requests such as adjusting working arrangements to assist you in returning to work.

MANAGING ABSENCE

If an employee's attendance record causes concern, your manager can, and may, carry out a formal review.