

EMPLOYEE FACTSHEET – Absence Reporting

Anytime you are expected to attend work and are unable to for any reason you **MUST notify the company.**

Contact MUST be made in person within one hour of your expected start time.

Who should you contact?

You should notify your manager or another manager should your manager be unavailable. Leaving a message or only sending a text is not acceptable.

Why do I have to call?

When you speak to the appropriate person you will be asked a series of questions so that the business can fully understand the reason for your absence and put in place any support to aid your speedy return to work.

Can I send a text?

It is not appropriate for a text message to be your only means of making contact. It would be beneficial if you send a text as early as possible but you must still phone to speak to the appropriate person. If you only text, that is a direct breach of the absence reporting procedure and will be dealt with as a disciplinary offence.

Do I need a Doctors' Note?

All absences have to be covered with the correct certification. In the first 7 calendar days it will be by a Self-Certification Form that you can obtain from your manager. From the 8th calendar day you will need to obtain a Doctors' certification, called a Doctors Fit Note.

I have a Doctors' Note but want to come back to work?

Once you have been issued with a Doctors' note you need the Doctor to again sign to say that you are fit to return to work. You would not be covered by the Company's insurance if you work whilst covered by a Doctors Fit Note. If you do feel well enough to return to work you must see your Doctor and ask them to sign you fit to return to work.

What happens on my return to work?

Your manager will have a meeting with you to discuss your absence and make sure you are fit to be back at work. At this meeting there will also be a review of your overall attendance level and if it is not satisfactory this will be discussed with you.