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| EMPLOYEE ABSENCE SELF CERTIFICATION FORM |
| Employees must complete this form and send it to their line manager as required by the Absence Management Policy |

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| EMPLOYEE / MANAGER DETAILS |
| Employee Name: |  |
| Department: |  |
| Manager Name:  |  |

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| ABOUT YOUR ILLNESS or INJURY |
| When did you first become ill (date and approx. time)? |  |
| On what date were you first absent from work? |  |
| On what date did you return to work? |  |
| How many working days were you absent for? |  |
| Describe the illness or injury that caused you to be absent: |  |

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| MEDICAL ATTENTION |
|  | Delete as appropriate |
| Did you consult with your G.P. or another medical practitioner? | Y/N |
| Did you attend a hospital or doctors’ clinic? | Y/N |
| Did you obtain medication for your condition? | Y/N |

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| EMPLOYEE WELLBEING QUESTIONS |
| Are you taking medication that may have an effect on your ability to undertake your duties? | Y/N |
| Do you have a long term health condition that caused or contributed to your absence? | Y/N |
| If you are female, was your absence related to pregnancy?  | Y/N |
| Was your absence because of an accident at work or some other work related factor? | Y/N |
| If you have answered ‘yes’ to any of the questions above please provide such further details as you feel are appropriate below: |
| <Type here> |

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| DECLARATION |
| The persons below insert their initials and the date they reviewed this form to confirm the accuracy of the information recorded: |
| Employee’s initials: |  | Date:  |
| Manager’s initials: |  | Date: |

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| (THIS SECTION IS FOR THE MANAGER TO COMPLETE) - RETURN TO WORK MEETING |
| Has a return to work meeting taken place? | Y/N |
| If a return to work meeting is ***not*** required, please explain why: |  |

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| (THIS SECTION IS FOR THE MANAGER TO COMPLETE) – COMPANY SICK PAY |
| How many days company sick pay is the employee entitled to in the current period?  |  |
| How many days company sick pay has the employee used in the relevant current period? |  |
| What is the remaining entitlement at the date of completing this form? |  |

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| (THIS SECTION IS FOR THE MANAGER TO COMPLETE) - DATA PROTECTION |
| The employer’s policy is to retain items of personal data for no longer than is required. |
| **Basis for data retention:** | **Anticipated retention period:** | Delete as appropriate |
| Legitimate Business Interest: | Duration of employment + 1 year | Y |
| Where will this form (or any copies) be filed? | The employee’s personnel file |
| Who will have access to this form? | The employee’s line manager, the director responsible for HR and the managing director |
| How will the information on this form by used? | To manage the employee’s attendanceTo monitor and protect the employee’s wellbeing To pay employee contractual sick pay |