

# EMPLOYEE SICKNESS - SELF CERTIFICATE PRIVATE & CONFIDENTIAL

**NOTE: To be completed in the case of sickness absences from 1-7 days duration****. Please complete in BLOCK CAPITALS**

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| --- | --- | --- | --- |
| Name |  | Department |  |
| Job Title |  | Department Section |  |
| Staff no.  (on your ID badge) |  | Line Manager |  |

# PERIOD OF SICKNESS

|  |  |  |  |
| --- | --- | --- | --- |
| Date of First Day of Sickness Absence |  | Date of Last Day of Sickness Absence |  |
| Date of Return to Work |  | No. of sickness days from work |  |
| Reason for Absence  (see list overleaf) |  | Absence Category  (see list overleaf) |  |

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| --- | --- | --- | --- | --- |
| Could your absence have been due to a work-related injury/condition? | | | **Yes  No** | |
| Has an accident report form been completed? | **Yes  No** | Is the absence related to a previous absence? | | **Yes  No** |

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| **DECLARATION**  I declare that I have not worked during the period of sickness stated above and that the information given is factually correct. I understand that to give false or misleading information can result in disciplinary proceedings. | | | |
| Signature |  | Date |  |
| Line Manager’s Signature |  | Date |  |

**Warning:** Under the Data Protection Act 2018, ‘Sensitive Data’ such as details of sickness absence will be held about you. The above data will be used to calculate and pay benefits, meet Health & Safety requirements and to meet the RVC’s duty of care to all employees. In signing this form you consent to processing of personal data within the terms of the RVC’s data protection policies.

***Guidance Notes for Self-Certification***

* The ‘Employee Self Certification’ form must be completed by all staff for each period of absence including single day absences which are not covered by a doctor’s certificate.
* All staff must report any absence on the first day by telephoning their line manager or designated deputy. It is not acceptable to text, or leave a message with reception or colleagues who are not designated.
* Details of any absence must also be conveyed to the department’s designated sickness co-ordinator prior to the end of each week.
* Upon the day of return from any absence not covered by a doctor’s certificate the ‘Employee Self-Certification’ form must be completed, signed by both the employee and line manager and forwarded to Human Resources within 3 working days of the return to work date.
* If sickness absence exceeds 7 days (including Saturday & Sunday) you must obtain a Statement of Fitness for Work from your GP or hospital doctor and send this to Human Resources.
* The term ‘work-related’ means that the injury/condition occurred whilst on University premises/business.
* When completing the ‘Reason for Absence’ the attached list should be used. **Please state, as a minimum, a sickness category. It is the employee’s choice if they wish to disclose specific reasons.** Please make sure you have the employee’s consent before returning specific reasons.
* If you have difficulty selecting a category, please contact Human Resources for clarification.
* All staff should have a return to work interview with their Line Manager on the day of return from absence. A form is available for this purpose on the Human Resources website.

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| **ABSENCE CATEGORY** | **Absence reason examples** | **ABSENCE CATEGORY** | **Absence reason examples** |
| **Musculo-skeletal Back & Neck** | Sciatica | **Respiratory** | Colds, flu  Pneumonia / bronchitis Asthma - work–related Asthma - other  Lung infections  TB  **Coronavirus** |
| **Musculo-skeletal Upper limb** | Arm, hand Shoulder | **Skin** | Eczema Psoriasis Shingles Infections  Allergy - work-related Allergy - other |
| **Musculo-skeletal other** | Lower limb Head injuries Other injuries  Road traffic accidents Multiple injuries Abdominal strain Arthritis  Inguinal Hernia Hiatus Hernia | **Genito Urinary** | Recurrent miscarriage Cystitis  Stones Pregnancy Hysterectomy D & C  Prostate conditions Period pains Irregular bleeding |
| **Cardiovascular** | High blood pressure Angina / Heart Attack Stroke  Deep vein thrombosis (DVT)  Varicose veins Palpitations Heart operations  Reynaud’s Disease  Blood Disorders | **Nervous system** | Migraine Multiple sclerosis Epilepsy  Vertigo Cerebral Palsy |
| **Gastro-intestinal** | Bowel disorders Liver / Gall bladder Acid reflux Diarrhoea / Vomiting Haemorrhoids (piles) Appendicitis  Ulcer | **Misc symptoms** | Malaise / debility Headache Dizziness Glandular Fever Post viral lethargy |
| **Mental Ill Health** | Major psychiatric illness Stress / PTSD  Anxiety / Panic disorder Depression  Eating Disorders OCD  Drug induced psychosis | **ENT & Eyes**  **(Ear, Nose & Throat)** | Allergy - work-related Allergy – other Infections / sinusitis Hayfever  Sleep Apnoea |
| **Cancer** | Unspecified cancers Hodgkins Lymphoma Leukemia | **Other** | Childhood (infectious) diseases  Alcohol and drug addiction  Dental  Indecipherable conditions |
| **Endocrine** | Diabetes  Hypo/hyperthyroid | Menopausal Symptoms | Common symptoms include:  Hot flushes  Night sweats  Anxiety  Dizziness  Fatigue  Memory loss  Depression  Headaches  Recurrent urinary tract infections  Joint stiffness, aches and pains  Reduced concentration  Heavy periods |