

## Absence Frequently Asked Question

### Reporting

1. Q How is sickness absence reported?  
A Individuals must phone their manager (or appointed deputy) no later than half an hour after their normal start of work time during the morning of their first day absent.
2. Q What if someone is too unwell to contact their manager personally?  
A They will need to ask someone else to phone on their behalf.
3. Q How many days can someone be off work due to sickness before being required to provide a fit note?  
A Individuals can self-certify for the first 7 days, after this they will need a fit note from their GP.
4. Q Where do Fit Notes have to be sent?  
A Fit notes should be sent to the line manager, who will then, either directly or via a nominated

Return to work

11. Q

A No, anyone on long term absence will be continuously reviewed and where a return to work has not been possible following absence review meetings or absence capability reviews the University can decide to end their contract of employment on the grounds of incapability due to ill health.

19. Q What are absence review meetings?

A As part of the sickness absence process absence review meetings are required so a manager can discuss absences, try to understand health difficulties and explore with them possible support to facilitate their return to work at the earliest opportunity.

20. Q What are reasonable adjustments?

A Details of reasonable adjustments can be found within the Reasonable Adjustment Guidance document available on the HR intranet site..

21. Q What if someone's health difficulties mean no reasonable adjustments are possible and they cannot return to work?

A Support and adjustments will have been fully considered through absence reviews and where