

Sickness Absence Self-Certification Form

Sickness absence procedure:

- If you are absent inform your manager within one hour of normal starting time.
- Fill in a self-certification form when you return (if absence is 7 days or less, including weekend).
- Email/ or copy completed form to your Manager.
- Absence longer than 7 days needs a doctor's certificate.

Name _____

Job Title _____

Date illness began _____
(including non-working days)

First Notification to: _____ On: _____
(give name of person notified and the method by which this was done, and the date done)

Reason for absence
(i.e., nature of illness, or description of accident)

Did you attend?:
(delete as applicable)
Hospital
Clinic
Doctor

Did you receive medication from?:
(delete as applicable)
Hospital
Clinic
Doctor
Self-prescribed from chemist

Date returned to work _____

I understand that if I provide inaccurate or false information about my absence, it may be treated as misconduct under the company's disciplinary procedure.

Signature _____ Date _____