

## Sickness Absence FAQs

### 1. Who do I notify if I am off sick?

You should inform your line manager on the first day of your absence, prior to your expected start time if possible. Staff should telephone their line manager to notify of their illness, rather than sending a text where possible.

As a guide, the following information should be provided to the line manager:

- The nature of the illness
- The anticipated length of absence
- Any important or urgent work that needs to be covered

If the sickness absence is ongoing and the anticipated length of absence is unknown, the manager and member of staff should agree the method and regularity of keeping in touch during the period of sick leave.

### 2. What will I be paid if I am off sick?

Sick pay is based on your length of NHS service. This is outlined under Section 6 of the [Absence Management Policy](#).

<a href="#">Length of NHS Service</a>	Contractual Sick Pay Entitlement
During 1st year	One months' full pay and two months' half pay
During 2nd year	Two months' full pay and two months' half pay
During 3rd year	Four months' full pay and four months' half pay
During 4th and 5th year	Five months' full pay and five months' half pay
After 5th year	Six months' full pay and six months' half pay

### 3. What are the sickness absence triggers?

- Four occasions of absence in any 12 month period OR
- 12 days of absence in any 12 month period
- Absences which fall into a particular pattern over the same period of time

**4. What will happen if I hit one of the sickness absence triggers?**

Your manager will invite you to meeting, in line with the [Absence Management Policy](#), to discuss your absences and agree an improvement target and period in which to achieve this in, as well as any support/adjustments you may require.

**5. When am I required to provide a fit note from my GP?**

Where absences are between 1 – 6 days, employees should submit a self-certificate. This can be found under the Self-Certification form under the [Forms section](#) of the Intranet.

Any absences beyond 7 days will require a medical fit note signed by your GP.

**6. Which policy can I refer to for my information on sickness absence?**

For further information on sickness absence, please refer to the [Absence Management Policy](#).

If your query is not covered by the policy, please contact the [HR Team](#).