

Staff Absence Reporting Procedure

If you are unable to attend work (either on site or remotely), please follow the following steps:

1. Contact your Head of Department (HoD) personally as soon as possible, either by phone, text, Microsoft Teams or email, no later than 30 minutes after your normal start time on the first day of absence. In order to minimise disruption, it is important we receive as much notice of absence as possible. The reason for the absence and an indication of its likely duration should also be provided. This information will only be shared with HR.
2. If you are unable to notify us personally, please arrange for a relative or friend to contact us.
3. If you are absent for longer than 7 calendar days, you will be required to provide a GP Fit Note covering your period of absence. If you are self-isolating due to experiencing symptoms or a diagnosis of COVID-19, please provide a Self-Isolation Note – these can be obtained from the NHS 111 Helpline. Such notices should be provided to your HoD.

Procedures during sickness absence

- Absent employees are responsible for keeping their HoD informed of their situation, on a regular basis. They should remain in contact and if away from home at any time during their absence, we should be provided with appropriate contact details or a designated representative you are happy for us to talk to if you are too ill.
- The HoD will look to agree a Keeping in Touch plan with you so that your health situation can be reviewed and you can be updated on activities that are going on so you're kept informed.

Procedures upon a return to work

- The HoD or a designated manager, will hold a Return to Work (RTW) discussion for all periods of absence, regardless of duration. You will be provided with a copy of the RTW form and a copy will be provided to HR. A confidential copy of any notes will be saved in your personnel file.
- If a risk assessment, Wellness Action Plan or any reasonable adjustments are implemented to support your return to work, those will be discussed with you.

A copy of the College's Absence Reporting and Sick Pay Policy (2019) can be found in the secure staff section of the website: www.caths.cam.ac.uk/about-us/college-documents/college-policies

If you have any questions regarding how the College supports and manages absence, please contact your HoD or the HR Manager via email: hr.manager@caths.cam.ac.uk