

Sickness and Ill Health Policy

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All sickness and absence is recorded. When returning to work, all members of staff must complete a 'self-certification' form, recording their reason for absence. The absence reporting procedure is defined in the [Absence Reporting and Return to Work Procedure](#).

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Periods of absence

"may/will"

be monitored, and where records indicate excessive absence levels, appropriate action

"may/will"

be taken, e.g. an interview with the staff member concerned, or other relevant action.

"You need to define what you class as excessive here and consider what action you will take - edit this section to suit your needs or replace this document with your own sickness policy."

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Where the absence is for three or more days through an injury or illness sustained at work, the appropriate RIDDOR reporting will be made.

Document owner and approval

The Head of HR is the owner of this document and is responsible for ensuring that it is reviewed in line with the requirements of the management system.

The current version of this document is available to

"Specify which members of staff this document is intended for"

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