

SICKNESS ABSENCE NOTIFICATION REGULATIONS

As an employee of the Trust you will be expected to be in attendance at work to fulfil the duties and responsibilities of your position. If however you become ill and are unable to attend work, appropriate sick pay provisions may be available.

The following information is given to ensure that employees are conversant with the policy and procedures concerning absenteeism. It is therefore of importance that you read it and be clear about your responsibilities as an employee of the Belfast Health and Social Care Trust.

NOTIFICATION

Any absence attributed to sickness or injury requires early notification. This must be done as soon as possible prior to commencement of duty and no later than the first hour of scheduled working time on the first day of absence.

It is important that this notification is carried out where possible by yourself by telephoning the appropriate person within your Department. Relatives or other people should only make the call if you cannot do it personally. At this stage you will also be required to indicate the expected duration of the absence, and the nature of the illness.

Failure to notify and the absence of prompt notification, will result in the absence being regarded as unauthorised and therefore without pay. Persistent breaches of the notification regulations may result in disciplinary action being taken.

DURING YOUR ABSENCE

While you are absent from duty it is essential that you keep your manager informed of your progress on a regular basis.

Your manager may also contact you either by telephone or personally on a home visit to ascertain the position.

You may also be required to attend Occupational Health for a Medical Assessment. If an appointment at the Occupational Health Department has been arranged for you and you intend to resume work before that date, you should keep the appointment unless otherwise directed. Your Head of Department will arrange your release from work.

NOTIFICATION OF RETURN

You must always provide you manager with advance notification (notice) of your intention to return to duty.

RETURN TO DUTY

On your first day back you will be required to report to your manager.

CERTIFICATION

A Trust Self Certificate has been introduced for all periods of sickness absence from 1-7 days. The Trust Self Certificate replaces Sickness Benefit Claim form SC1 (Self Certificate). You must complete Trust Self Certificate and forward to your Head of Department.

The Trust Self Certificate is available for Heads of Department, the Trust intranet site and copies are also available from the Employee Relations Section, Human Resources Department.

PART-TIME STAFF (INCLUDING NIGHT DUTY)

If your illness exceeds 3 calendar days from a working day you must complete a Trust Self Certificate and forward it you your Head of Department. This must be submitted before the seventh (7) calendar day of duty.

If however you recover from your illness at any time whether or not you are due to work on that calendar day, you should notify your Head of Department that you are fit and will be resuming on your next calendar day of duty.

ALL STAFF

Should your illness continue after the seventh (7) day, you must obtain a Medical Certificate from your General Practitioner and forward this to your Head of Department IMMEDIATELY.

You must continue to submit on time Medical certificates for the duration of your incapacity.

Any person who knowingly makes a false statement in order to receive Occupational Sick Pay or SSP shall be dealt with in accordance with the Disciplinary Procedures.

A final certificate must be submitted when you have been found fit to resume to duty. You will not be permitted to commence duty in the absence of this final certificate.

All medical certificates must be submitted to your employer for onward transmission to the Department of Health and Social Services.

Statutory Sick Pay will be paid in accordance with the scheme.

**ABUSE OF THE SICK PAY SCHEME WILL RESULT IN
DISCIPLINARY ACTION**