

Department of Cardiovascular Sciences - Sickness Absence

The university has an existing policy on sickness absence that can be found here:
<https://swww2.le.ac.uk/offices/hr/docs/policies/sick-policy.pdf>

Reporting sickness absence

All staff in the Department of Cardiovascular Sciences are required to follow the procedure below for reporting sickness absences:

1. A sickness absence should be reported during the morning of the first day, giving a reason for the absence and should also include some indication of the potential duration. Staff must inform the Department personally if at all possible, or through a family member or friend if this is not feasible.
2. Where possible, staff should report a sickness absence by email to:
 - Eleanor Jackson, Departmental Manager, at ej86@le.ac.uk
 - CCed to Tina Godfrey at tg113@le.ac.uk for staff at GGH, and to Carole Patrick at cep11@le.ac.uk for staff at LRI and HWB
 - CCed to their line manager/PI (or to Denise Ladkin at drl10@le.ac.uk for Prof Samani).
3. Staff who are unable to email should telephone Eleanor Jackson, Departmental Manager, on 07920 288278. When the Departmental Manager is on leave, staff will hear a voicemail greeting advising them of who to contact in her absence.

Absence that is not notified in accordance with this procedure will be treated as unauthorised absence, unless the reason for the delay is found acceptable by the Head of Department. The above arrangements are in place to ensure that we meet our duty of care as an employer and are always aware of our staff's individual circumstances and whereabouts.

Certification

Staff should complete a self-certification form for absences of up to 7 calendar days and return forms to Tina Godfrey for GGH-based staff, or to Carole Patrick for LRI-based staff.

When the duration of absence exceeds 7 calendar days, the member of staff must obtain medical certificates from their GP. These should be sent without delay to Tina Godfrey for GGH-based staff, or to Carole Patrick for LRI and HWB-based staff. They will update our records and forward the certificate to the Payroll department. Exceptionally, if a member of staff feels that the nature of the illness is particularly personal, it may be sent directly to HR. If this is the case, the member of staff should contact Eleanor Jackson to inform her of this process, but staff should be aware that this route should only be used in exceptional and extremely sensitive circumstances.

Return to work interviews

The Department of Cardiovascular Sciences will follow University policy which states that as a minimum, return to work interviews should be carried out in the following circumstances:

- If a member of staff has been absent on more than 3 separate occasions in the previous 12 months
- If a member of staff has been absent for more than 8 days in total during the previous 12 months.