



NAME			
POST		DEPARTMENT/ DIVISION	
FIRST DAY UNFIT FOR WORK not necessarily a working day/...../..... Half Day? a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	LAST DAY UNFIT FOR WORK not necessarily a working day/...../..... Half Day? a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>
DATE RETURNED TO WORK if applicable/...../.....	NATURE OF ILLNESS

ACCIDENT REPORT NUMBER if applicable

MEDICAL CERTIFICATE ATTACHED please tick if applicable ☐

FOR COMPLETION BY LINE MANAGER:

Signed Date (dd/mm/yy)/...../.....

Name (BLOCK CAPITALS)

FOR COMPLETION BY MEMBER OF STAFF ON THEIR RETURN TO WORK:

I confirm that the above details are correct and that I did not work during the period specified.

This information will be held on the HR database and used for the purposes of absence monitoring and calculation of sick pay.

Signed Date (dd/mm/yy)/...../.....

Name (BLOCK CAPITALS)

Notes

Any member of staff who is unfit to work must phone their line manager (or departmental manager or convener or other designated member of staff) as soon as possible on their first day of absence explaining the nature of their illness and when they expect to return to work. They should keep their line manager informed of progress throughout their absence. *NB Some units may have special reporting arrangements.*

ALL PERIODS OF SICKNESS OR MEDICAL APPOINTMENTS LASTING HALF A DAY OR MORE MUST BE REPORTED

For absences of 7 calendar days or fewer, a Sickness Absence Notification form should be completed on the return to work of the member of staff, signed by both the line manager and the relevant member of staff.

However, as soon as an absence exceeds 7 calendar days, line managers should complete a Sickness Absence Notification form **immediately** to notify the Human Resources Division (HR) that an absence has begun and is continuing. The ill member of staff must send a doctor's medical certificate to their line manager to cover each day of sickness absence over 7 calendar days. Line managers should then forward these to HR with a Sickness Absence Notification form.

A final Sickness Absence Notification form should be completed on the return to work of the member of staff to close the absence, signed by both the line manager and the relevant member of staff and sent to HR.

Further guidance on sickness absence can be found on the Human Resources Website at:

<http://www2.lse.ac.uk/intranet/staff/humanResources/changingCircumstancesMovingOn/absence/sicknessAbsenceProcedures.aspx>

Please send all completed forms to Human Resources Division, 2nd Floor, Sardinia House or queries can also be directed to HR on (020) 7955 6659 or via email to hr.pay.info@lse.ac.uk.