 **Self-Certification Sickness Absence Form**

This form must be completed for all periods of sickness absence. If the absence is for less than 7 days the form can be completed upon return to work. A Statement of Fitness to Work must be obtained and sent immediately to your line manager if your sickness lasts more than 7 calendar days. For all such absences you will be required to complete this form in respect of the first 7 days either during your absence (in which case the form will be sent to you) or on your return to work.

## To be completed by the employee:

**Name** **Staff Number**

I certify that I was absent from work due to sickness during the period stated below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Day Absent** |  | **Last Day Absent**  |  | **Number of working days or hours absent** |  |

Reason for absence was as follows: **(tick only one box for the main cause)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Asthma**  |  | **Nervous system disorders** |  | **Infectious diseases (e.g. Shingles)** |  |
| **Chest/respiratory problems** |  | **Blood disorders (e.g. anaemia** |  | **Pregnancy-related**  |  |
| **Cancers and tumours** |  | **Heart, cardiac & circulatory** |  | **Skin disorders** |  |
| **Cold, cough, flu** |  | **Operation/recovery/ medical appointment** |  | **Stomach/ digestive/ gastrointestinal** |  |
| **Diabetes and other endocrine or glandular.** |  | **Burns frostbite, hypothermia** |  | **Other****Only be used if the reason for sickness absence is not listed****Details:** |
| **Ear, nose, throat** |  | **Injury, fracture** |  |
| **Dental & Mouth** |  | **Anxiety** |  |
| **Eye problems** |  | **Depression** |  |
| **Genitourinary/gynaecological disorders, excl. pregnancy** |  | **Back problems *(e.g. sciatica)*** |  |
| **Headache/ migraine** |  | **Other musculoskeletal problems (exc. Back)** |  |

**If this absence is related to a Disability1 please tick** 🞐

**1**A person is 'disabled' for the purposes of the Equality Act 2010 where they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect their ability to carry out normal day-to-day activities'. (Section 6(1) Equality Act 2010)

Substantial means neither minor nor trivial, long term means that the effect of the impairment has lasted or is likely to last for at least 12 months. Some conditions, such as hay fever, are specifically excluded.

Sickness absence records are kept to monitor overall sickness absence trends across the University (without identifying individual cases) and to enable line managers to monitor individual absence levels/trends. In addition, the University must meet statutory obligations in relation to sick pay and statistical returns. The University is registered as a Data Controller under the 1998 Data Protection Act and the personal data supplied on this form will be held in accordance with the requirements of the Act. The data will be held solely for the purposes of calculating occupational sick pay entitlement and for occupational health monitoring.

**Declaration** I give my consent to the University of Worcester holding the personal data on this form for the purposes of calculating occupational sick pay entitlement and for occupational health monitoring.

I declare that I have not worked during the period of sickness stated above for the University or any other employer, and to the best of my knowledge the information above is factually correct.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee’s signature |  | Date |  |