

**Self-Certification Form (SC1)**

Please refer to the Guidance Notes (on reverse page) prior to completion Please complete this form for all sickness absence up to 7 calendar days duration

# Section A: Personal Details

Surname: Title: (Mr/Mrs/Miss/Ms) Forenames:

Home Address: Postcode:

Place of Work: \_ Post(s) Held:

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Date of Birth

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# Section B: Absence Details

Staff No:

Nat Ins No:

First Day of Absence: (Day) (Date)

Date of Return to Work: (Day) (Date) (complete if appropriate)

Reason for Absence: \_ (State medical definition of nature of illness – ‘sick’ or ‘unfit for work’ is not permissible.)

Is absence due to accident at work? YES/NO If ‘YES’ was an accident report completed? YES/NO Is absence due to accident outside of work? YES/NO If ‘YES’, are you claiming damages from a third party? YES/NO Were you abroad, outside the EU or in legal custody at any time during your absence? YES/NO **Section C: Declaration**

**[NOTE: An employee who knowingly gives false information on this statement will be liable to disciplinary proceedings including possible dismissal.]** I certify that the details I have given above are correct and I understand this information will be used to decide any payment due to me under my terms and conditions of employment or Statutory Sick Pay regulations. I undertake to inform the Payroll Section and my Line Manager of any change in my circumstances. If my absence is as a result of an accident and I am successful in a claim for damages from a third party, I undertake to refund the EA from my damages received the total amount of sick pay that may have been paid by the EA during the period of my incapacity, or such part thereof as may be decided by the EA, having regard to the amount of damages received.

Signed: Date:

# Section D: Line Manager to Complete

A return to work meeting took place upon the employee’s return

(date)

Where the absence exceeds 7 calendar days, medical certificates were provided appropriately: Yes/No (action)

Any further action required: Yes/No (action)

Signature: Print: Date:

**Guidance Notes – SC1**

The following notes outline the obligations and responsibilities of both employees and Line Managers. For further information please refer to the Managing Attendance Policy. If you require further assistance with regard procedures please contact the Health and Wellbeing Team. The Payroll section will answer enquires relating to payments.

#  Employee’s Contractual Obligations

An employee who is unable to attend work due to illness must personally inform his/her Line Manager by telephone at the earliest opportunity but within 1 hour of normal start time on the first day of absence.

The employee is required to make direct contact with the Line Manager. If the manager is unavailable another designated member of staff may be informed and a contact telephone number provided. In exceptional circumstances, a friend or

relative may make contact on the employee’s behalf.

When notifying the manager, the employee must state the reason for absence and its likely duration.

Failure to notify an absence is contrary to procedure and must be explained by the employee to the satisfaction of his/her Line Manager. Such failure may also effect payment of Statutory and/or Occupational Sick Pay.

The employee must inform his/her Line Manager of continuing absence and must maintain regular contact with the manager during an absence in order to advise him/her of progress, any expected return to work date and to provide the Line Manager with any relevant information to assist any necessary alternative arrangements that are required. Such contact may coincide with the submission of further Fit Notes provided by the GP which must be submitted as required.

# Documentation

Form SC1 must be completed by the employee (section A, B and C) and signed by the manager (section D) for every period of absence, regardless of duration and regardless of what GP Statements of Fitness to Work have been submitted for the absence.

1 to 7 consecutive days absence: Form SC1 must be completed by the employee on the day of return and passed to the Line Manager to be signed and sent to the Payroll section immediately.

8 or more consecutive days: The employee must submit a Statement of Fitness to Work from a GP for every consecutive day of absence from day 8 onwards. The Statement of Fitness to Work must be sent to the Line Manager who will forward to Payroll appropriately.

#  Manager’s Role

It is the Managers’ responsibility to manage staff attendance and to ensure all employees are aware of the procedures in regard to notification of absences and their obligations to same.

The Manager must also ensure that Form SC1 has been completed by the employee on his/her return to work and any action recorded on the SC1 is followed up.

All completed SC1 forms and Statements for Fitness for Work must be sent to Payroll without delay. Completion and submission of this form is an essential part in the procedure for payments and failure to carry out this function at the correct time could result in the employee not receiving correct payments due.

Where appropriate, record all illness absence on timesheets as ‘s’. If an employee fails to notify his/her absence in accordance with procedures, this should be recorded as ‘o’ until notification is received. Payment may not be made for days marked as ‘o’.

The Line Manager should record employee absence in order to satisfactorily manage attendance.