

Operational Procedure 27

Sickness Procedure (All Staff)

Responsible Officer	Service Manager – Housing Business Support						
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Amendment and Authorisation Record

Sickness Procedure (All Staff)

Date	Author	Paragraph ref:	Nature of change	Authorised by
20/04/05	-	n/a	First dated Revision.	-
07/04/06	DLT	n/a	Revision 1.2 - OP2 Documentation standards upgrade.	DLT
2/2/2009	MH	N/a	Input job titles throughout document	AJ

SICKNESS PROCEDURE – ALL STAFF

In the event that you are absent from work due to sickness, the following procedures apply:

- Employees must **telephone** in, in person, to their Senior on first day of sickness by 10.00am.
(Note: in exceptional circumstances a family member may phone the Senior on your behalf, however text messages, emails, or relayed messages through colleagues are not acceptable methods of notification).
- If the Senior is not available, the absence should be reported to Senior Housing Assistant – Finance on 744370 or Housing Assistant – Finance on 744369.
- Seniors should advise Senior Housing Assistant – Finance or Housing Assistant – Finance of the reported absence in order that the sickness recording procedures are followed.
- Seniors should also check for appointments and cancel / rearrange appointments as appropriate. They should also ensure that the In/Out Board is updated.
- If the absence continues, employees must phone in to the Senior on day 4 and day 7 of absence.
- Up to 7 days absence can be self-certificated using the standard Pink Forms. Absences extending beyond 7 days require a doctor's certificate. This should be submitted to Senior Housing Assistant – Finance or Housing Assistant - Finance as soon as practically possible.