



## Reporting Sickness Procedure

Rookies conform to strict adult to children ratios, therefore staff must report their sickness as soon as possible to arrange cover.

### **First Day of Sickness Absence**

In the first instance a phone call must be made to the chairperson. Information given should include the reason for absence and its likely duration and expected date to return to work.

### **Fourth Day of Sickness Absence**

Where the period of absence was estimated at three working days or less, but staff remain unable to return to work, they should notify their manager of their continued ill-health no later than the fourth working day of absence.

### **Absences of Eight Days or More**

Staff who are sick for more than one week should contact the Chairperson, if possible by telephone, to confirm that their absence is continuing. They should also visit their doctor immediately and obtain a medical certificate which should be submitted to their manager as soon as possible.

An absence of one week means continuous absence from work over a period of seven consecutive days which may include both working and non-working days. During a prolonged period of absence, staff should try to keep in touch with their workplace. Their manager may contact them from time to time to monitor their progress.

### **Returning to Work**

Staff who have been continuously absent from work due to ill-health for one week or less, should, when they return to work, report to their manager and complete a Self Certification Certificate. Rookies will conduct a "Return to Work Meeting".

Staff who have been absent due to ill-health for 8 days or more (including Saturdays and Sundays), must obtain a note from a doctor or hospital on the eighth day and forward it to their manager as soon as possible. Further notes must be supplied, as necessary, to cover the full period of absence after the first 7 days. Staff who fail to produce a doctor's statement for an absence of eight days or more, will be considered to be absent from duty without due cause and no payment will be made for any period not covered by doctor's notes after the initial statement on the eighth day.

Medical notes must be sent to managers within 14 days from the start of a period of Sickness absence.

Back to Work Meetings are to ensure that Rookies deem the employee "fit for work" and gives the employee an opportunity to raise any health concerns/issues. Employees should be aware that that repeated absences, where patterns are found, may result in disciplinary action. Rookies may look to obtain further information from your GP, in the event of repeated absences, to seek confirmation that you are fit and capable to continue to work.