# Sickness absence notification form

This form is to be used to record notifications of all sickness absence. For more information on recording and managing sickness absence, go to: [york.ac.uk/admin/hr/browse/leave-and-absence/sickness-absence](https://www.york.ac.uk/admin/hr/browse/leave-and-absence/sickness-absence)

Where an absence is 8 or more days in duration the employee must get a Statement of Fitness for Work (Fit Note) signed by a doctor.

## Section 1 – Sickness absence details

|  |  |
| --- | --- |
| **Employee name** |  |
| **Department / section** |  |
| **First day of absence** |  |
| **Expected length of illness (if known)** |  |
| **Nature of illness** |  |
| **Additional comments** |  |
| **Actual date of return** |  |

## Section 2 – Your details

|  |  |
| --- | --- |
| **Name / Position** |  |
| **Signature** |  |

## What to do next

* This form should be sent to the line manager of the employee, and a copy stored securely with the employee’s departmental file
* The line manager should hold a [return to work discussion](https://www.york.ac.uk/admin/hr/leave-and-absence/sickness-absence/if-your-employee-is-unwell/holding-return-to-work-discussion/) with the employee and complete a return to work discussion form
* Make sure the absence has been recorded centrally by including it in your department's absence report for Payroll
* If the absence is the result of an accident or incident which occurred at work, then an [accident reporting form](https://www.york.ac.uk/univ/mis/cfm/accidents) must be completed. Full guidance for this procedure is available on the [health and safety website](https://www.york.ac.uk/admin/hsas/safetynet/Accidents/incident_reporting.htm)