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How to get a self certify sick note. Sick note gibraltar. Sick note line. Self certification sick note form pdf. Can you self certify a sick note. Self certification sick note printable pdf. Self-certification sick note. Sick notes gha. How do i do a self certification sick note. Self certification sick note rules. Self certification sick note template pdf.

When taking time off work due to illness, your employer should provide guidance on what to do next. This typically includes when and how to notify them of your absence, as well as the required information to share. If unclear, check your staff handbook or intranet for clarification. It is essential to be aware of any contractual sick pay (CSP) your employer may offer, in addition to statutory sick pay (SSP). Failure to follow the terms of your contract could result in losing this extra benefit. To receive SSP and CSP, you must: 1. Notify your employer immediately that you are unwell and cannot work. 2. Provide the starting date of your illness, including non-working days. 3. Confirm your illness in writing (self-certification) within 7 days of informing your employer. You can use the employee's statement of sickness form on GOV.UK. If you're sick for more than 7 days, you'll need a doctor's note. This includes any days you wouldn't normally be working. Employers cannot: 1. Demand that you notify them of your illness by a specific time. 2. Require you to contact them more frequently than once a week. 3. Insist on a doctor's note until you've been sick for over 7 days.

# Self-Certification Form

This form should be completed by employees and managers, and a return to work discussion held following all periods of sickness absence, as soon as possible following the employee's return to work. For periods of sickness absence of 8 days or longer, a Fit Note must also be obtained.

**Record of absence. To be completed by the employee.**

<b>Employee Name</b> <div style="border: 1px solid black; height: 25px; margin-bottom: 10px;"></div> <b>Job Title</b> <div style="border: 1px solid black; height: 25px; margin-bottom: 10px;"></div> <b>First Date of Sickness</b> <div style="border: 1px solid black; padding: 2px 10px; text-align: center;">AM/PM</div> <b>Working Days Absent</b> <div style="border: 1px solid black; height: 25px; margin-bottom: 10px;"></div> <b>Reason for Absence</b> <div style="border: 1px solid black; height: 40px; margin-bottom: 10px;"></div>	<b>Assignment Number</b> <div style="border: 1px solid black; height: 25px; margin-bottom: 10px;"></div> <b>Team</b> <div style="border: 1px solid black; height: 25px; margin-bottom: 10px;"></div> <b>Last Date of Sickness</b> <div style="border: 1px solid black; padding: 2px 10px; text-align: center;">AM/PM</div> <b>Working Hours Lost</b> <div style="border: 1px solid black; height: 25px; margin-bottom: 10px;"></div>
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Is absence due to a work related injury/ activity/ incident?  
☐ Yes    ☐ No

If YES, enter details onto the Accident Recording System.

**Record of Return to Work Discussion. To be completed by the manager in line with the Sickness Absence Management Procedure.**

Have any of the following indicators been reached?  
☐ 3 episodes or more in the last 6 months   
 ☐ 5 episodes or more in the last 12 months   
 ☐ 10 days or more in the last 12 months

**Details of Return to Work Discussion, and any agreed actions, should be noted below.**  
 If YES to any indicators, an informal review should be conducted as detailed in the procedure.  
 If an informal meeting has taken place previously, a formal meeting should be scheduled.  
 If a formal meeting is not required the reason for this should be recorded here.

<b>Signed by Employee</b> <div style="border: 1px solid black; height: 25px; margin-bottom: 10px;"></div>	<b>Date</b> <div style="border: 1px solid black; height: 25px; margin-bottom: 10px;"></div>
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Employee Self-Certification Form

To be completed by all members of staff absent for a half day or more, and returned to the officer in the department/section responsible for maintaining sickness records. If anyone would like this form in a different format, they should contact Human Resources.

1. Confidentiality

Sickness absence information is held electronically and will be processed in accordance with the Data Protection Act 1998. This data will be used for statistical analysis in an anonymous form, and will remain available to your Head of School/Department to help meet the University's obligation to ensure the health, safety and welfare of work of all employees.

2. Last Name

First Name

Address

Section/Department

Staff No

3. Length of Absence:

First day of Sickness

day

date

time

Last day of Sickness

day

date

time

Total number of working days absent

4. Reasons for Absence (please select from the list overleaf with any appropriate additional detail)

Did you receive medical treatment during your absence?

YES/NO

If so, please state where and when

Do you believe that your illness is as a result of an occupational injury/illness?

YES/NO

If so please forward a copy of this form to the Health, Safety and Environment Section

Declaration

I declare that I have not worked during the period of sickness and that the above statement is true and accurate to the best of my knowledge. I understand that to give false or misleading information can result in disciplinary proceedings which may lead to dismissal, and that a false declaration can be an offence under criminal and common law.

Employee's Signature

Date

Supervisor's/Line Manager's Signature

Date

Updated October 2017: Human Resources (SR02)

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When taking time off work due to illness, your employer should provide guidance on what to do next. This typically includes when and how to notify them of your absence, as well as the required information to share. If unclear, check your staff handbook or intranet for clarification. It is essential to be aware of any contractual sick pay (CSP) your employer may offer, in addition to statutory sick pay (SSP). Failure to follow the terms of your contract could result in losing this extra benefit. To receive SSP and CSP, you must: 1. Notify your employer immediately that you are unwell and cannot work. 2. Provide the starting date of your illness, including non-working days. 3. Confirm your illness in writing (self-certification) within 7 days of informing your employer. You can use the employee's statement of sickness form on GOV.UK. If you're sick for more than 7 days, you'll need a doctor's note. This includes any days you wouldn't normally be working. Employers cannot: 1. Demand that you notify them of your illness by a specific time. 2. Require you to contact them more frequently than once a week. 3. Insist on a doctor's note until you've been sick for over 7 days. 4. Refuse to accept someone else informing them of your illness if you're too unwell. If your employer refuses to pay your SSP due to these reasons, you can take steps to ensure payment. For illnesses lasting more than 7 days, a fit note is required. This can be obtained from various healthcare professionals: 1. General practitioner (GP) 2. Doctor at a hospital 3. Registered nurse 4. Pharmacist 5. Occupational therapist 6. Physiotherapist Your fit note will either be printed or digital. If unsure about the type and how to obtain it, consult with the healthcare professional. Keep your fit note safe, as you may need to pay for a replacement if lost or deleted. You can also provide a copy to your employer. The fit note should indicate whether: 1. You're unfit for work 2. You might be fit for work If recommended to avoid certain activities while recovering from an injury, follow the healthcare professional's guidance. If your employer cannot accommodate these recommendations, it may be best to stay off work and continue receiving SSP until you're well enough. For employees who are disabled, their employer has a legal duty under the Equality Act to make reasonable adjustments to facilitate returning to work. If you're disabled, learn how to request reasonable adjustments from your employer. You may need to demonstrate that your condition is a disability, which can be done under the Equality Act.

If you're well enough to return to work before your fit note ends, speak with your employer. They might want you to consult occupational health first. Typically, you'll find your employer's rules on returning to work after sickness in your staff handbook or intranet. You usually return to work after the end date on your fit note. Check your fit note first - it may indicate that your doctor wants a medical check before you go back. How you're paid sick pay You typically receive SSP and CSP, just like your normal wages. You'll pay tax and National Insurance on your SSP and CSP. Employees can take time off work if they're ill. They must provide proof of illness to their employer if they've been off for more than 7 days. If they're ill before or during their holiday, they can use it as sick leave instead. Fit notes and proof of sickness Employees must give their employer a 'fit note' (sometimes called a 'sick note') if they've been ill for more than 7 days in a row and have taken sick leave. This includes non-working days like weekends and bank holidays. The fit note will state whether the employee is 'not fit for work' or 'may be fit for work'. If it says the employee 'may be fit for work', employers should discuss any changes that might help the employee return to work (for example, different hours or tasks). The employee must be treated as 'not fit for work' if there's no agreement on these changes. Employers can take a copy of the fit note. The employee should keep the original. Getting a fit note Employees can get a fit note from registered healthcare professionals like GPs, hospital doctors, nurses, occupational therapists, pharmacists, physiotherapists, or other qualified professionals. The healthcare professional needs to assess the employee's fitness for work before giving a fit note. Fit notes are free if the employee has been ill for more than 7 days when they ask for one. The healthcare professional might charge a fee if the employee has been ill for 7 days or less. Other proof of sickness If their employer agrees, employees can use an Allied Health Professional (AHP) Health and Work Report instead. Healthcare professionals in various occupations can provide this, including art therapists, dramatherapists, chiroprodists, dietitians, music therapists, occupational therapists, operating department practitioners, orthoptists, osteopaths, orthotists, paramedics, physiotherapists, podiatrists, prosthetists, radiographers, and speech and language therapists. A physiotherapist or occupational therapist will give either a fit note or an AHP Health and Work Report depending on the employee's needs. The AHP Health and Work Report cannot be used to apply for Employment and Support Allowance (ESA). Self-certification If employees are off work for 7 days or less, they do not need to provide their employer with a fit note or other proof of sickness from a healthcare professional. When they return to work, their employer can ask them to confirm they've been off sick. This is called 'self-certification'. The employer and employee will agree on how the employee should do this. They might need to fill out a form or send it electronically. When taking sick leave, employees can notify their employer by email. Statutory holiday entitlement accrues while an employee is off work due to illness, and any unused statutory holidays can be carried over into the next year. If an employee becomes ill before or during their holiday, they can take it as sick leave instead. Alternatively, an employee can choose to take their paid holiday for the time they're off work sick. If an employee doesn't qualify for sick pay, they might opt for this option. If an employee changes their holiday to sick leave, they'll receive Statutory Sick Pay (SSP), which will count towards their holiday pay. However, if they don't qualify for SSP or are receiving occupational sick pay, the rules regarding sick leave still apply. When an employee is disabled, employers must make reasonable adjustments to their working conditions, such as adjusting equipment or working hours. Long-term sickness employees who've been off work for more than four weeks may be considered long-term sick. They're still entitled to annual leave and employers must consider whether the employee can return to work in some capacity before dismissing them. In cases of long-term sickness, employers must consult with the employee about returning to work and improving their health. An employee who's unfairly dismissed can take their case to an employment tribunal. Employees who've been ill for seven days or less don't need a doctor's note to self-certify. They can complete a Self Certification form themselves. However, some employers may still require a doctor's note, which involves a £25 charge. Many employers have their own self-certification forms. If not, employees can download the Self Certification Form (PDF) and print it before submitting it to their employer. For sickness lasting more than seven days, employees may need to provide medical evidence to support payment of SSP.