

Hazelwood Care Ltd

Form Name:

Absence From Work  
Self Certification

Ref No: 001

**\*\*Important Note\*\***

You are required to attend work on all occasions that the duty rota (or "Off- Duty) indicates that you should.

The only exceptions to this are:

- Staff member sickness
- Holiday, training or lieu day

In every case where you have been absent from work as a result of being unfit for work due to illness, you must complete an absence from work (Self Certification) Form.

For any period of absence that extends for more than 7 calendar days you must provide a doctors certificate of incapacity.

This form should be dated from the 8th calendar day and should cover every day of absence until your return.

Upon your return you will be required to complete the "Self Certification" Form covering the first 7 days of your absence.

Remember that in calculating your absence period, every day is counted regardless of whether they are weekends, bank holidays or weekdays. Holidays, lieu days and TOIL should also be included for calculating your sickness period.

Surname: ..... First Names: .....

Job Title: ..... Hours Worked Per Week: .....

Have you been employed for less than 3 months?: Yes / No

Declaration:

I became unfit for work on .....day ..... / ..... / ..... at .....am /pm

This was / was not a day that I was expected to work.

I have indicated below the days that I was sick.

I have shown the day that I started my sickness and all the days that I was too sick to work up to and including day 7

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun

The reason I was unable to attend work was due to:

.....

Please provide brief details of your sickness

Was your absence due to an accident at work? Yes / No

If yes, was it reported? Yes / No

Did you go to hospital after the accident? Yes / No

Signed: ..... Staff Member

Date: .....