**Residential Absence Notification Procedure**

**Reporting Sickness Absence**

* 1. You should notify your manager by telephone call as soon as possible when you are not able to attend work. If you are reporting sickness absence out of normal working hours you need to contact the children’s home you work at and ask the staff member on duty to give you the on call managers details. You then need to contact the on call manager to notify them why you won’t be at work for your shift.
  2. You should provide information about the reason for your absence. You should give an estimate of how long you expect to be absent from work and brief details of your illness e.g. flu, sickness and reasons such as “unwell” or “ill” are not sufficient for reporting purposes.
  3. You and your manager should agree how contact will be maintained during your absence, and the possible duration. If your absence continues you should keep in contact with your manager and advise of your likely return date once this is known. Your manager may ask you to maintain contact daily if appropriate to do so depending on your medical circumstances.
  4. If your absence is going to continue beyond 7 days (including weekends and rest days when you may not normally work) then On the **8th day of sickness** you will need to obtain a **Statement of Fitness for Work (known as a sick note from your GP)** and send this to your Manager the day you receive it. During an extended absence you should visit your doctor regularly and ensure that you submit a doctor’s certificates to your manager in a timely manner. Gaps in certified absences may be regarded as unauthorised and could result in loss of pay.
  5. If your absence isn’t going to continue beyond 7 days then you will return to work on your agreed rota.
  6. On your return to work your manager will hold a Return to Work discussion with you, which will be recorded on HR online.

**For further information please refer to Stockton Borough Council’s Work/Life Balance & Attendance Policy. A copy of this can be found on the Intranet, click on link** <https://intranet.stockton.gov.uk/media/273867/work-life-balance-and-attendance-policy-221021-feb-22.pdf>