



Self-Certification Form

Notification of Staff Absence

To be completed by all employees absent for more than 25% of their working day. This form covers 7 days only (including rest days i.e. Mon-Sun). Absence of 8 days or more must be covered by a medical certificate which must be forwarded to the Salaries Office immediately.

White copy – Part A – submitted to Salaries on First Day of Absence
 White copy – Part B – submitted to Salaries on employees return
 Green copy – To be retained by School/Unit

PART B – Notification of staff return to work

To be completed by the Line Manager on the day of return / within one week of the employees return. If appropriate, the details of the return to work meeting (RTW) can be recorded separately on the RTW form.

Please refer to the Sickness Absence Policy for guidance (<http://www.st-andrews.ac.uk/staff/policy/hr/sicknessabsencepolicy>) or contact Human Resources.

Surname First name

Date fit to return to work

Reason(s) for absence

(A reason should be given in all but exceptional circumstances, if this is the case, please discuss with Human Resources.)

Is this absence related to disability? Yes/No

Date of RTW discussion

Declaration: I declare that I have not worked during the period of sickness and that the information provided on this form is 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.

Employee's Signature

..... Date.....

Supervisor's/Line Manager's Signature

..... Date.....

Print Name

PART A – Notification of Absence

Surname.....

First name(s).....

School/Unit Date of Birth/Payroll No.....

Length of Absence:

First day of sickness Day..... Date..... Time.....

Expected date of return Day..... Date.....

Reason for absence

Did the absence result from an accident at work? Yes/No

If yes, has an Accident Report Form been completed? Yes/No

If no, please ensure one is now completed and submitted to EHSS.

Signature of Reporter.....

Date