

## **Staff Sickness Reporting**

- Contact the team as soon as you feel you will be unable to attend for your shift.
- A blue sickness form needs to be completed by the person taking the phone call.
- As a guide if you are on an early or long day the next day ring in before 15.00 hrs on your first day of being unfit to work. If you are on a night duty contact the team before 12 midday so that cover can be arranged. In the unfortunate circumstances that you are sick suddenly contact the team at the earliest possible opportunity
- When you ring in try to indicate which shifts you will be unfit for and/or advise when you will ring again to update the lead nurse on your condition.
- When recovered ring the lead nurse and advise when you will be fit for duty.(You must ring in fit for your days off or prior to annual leave or you will continue to be marked off sick.
- A return to work interview will be undertaken by the transport sisters on your first day of return.

### **Points to Remember**

- 1 - 3 days off sick as above no certificate required
- 4 - 7 self certificate required (available from Jackie-secretary)
- 7 days and over requires medical certificate from GP