

All staff sickness reporting and absence procedure

The School's commitment to supporting sickness absence

We aim to ensure that all staff are treated in a way that is sensitive, fair and which balances the needs of the individual and the University. We offer support wherever possible to staff who are off sick to enable them to improve attendance or return to work as soon as their condition allows. We aim to apply a consistent approach to the reporting, monitoring and management of attendance.

If you are unable to attend work for any reason then you must follow the procedure below.

First Day of Sickness Absence

On the first day of absence, you must notify relevant staff (detailed below) before your start time giving as much notice as possible, stating the reason why you are unable to come to work and when you expect to be able to return to work. This may be done via phone or email.

n.b. Please note this also applies when working from home or on sabbatical leave. If you are due to work remotely, but are unable to do so due to illness, this **must** be reported.

Who to Contact

Professional Services staff

Professional Services staff must contact their line manager at the earliest opportunity. Line managers will ensure that other relevant staff are informed.

Academic and Research Staff

Academic Staff should contact the School [Executive Officer](#) (Megan Liddle) on their first day of absence. For **academic or research staff with teaching responsibility** you must also ensure you contact the following:

- *For all undergraduate and postgraduate modules*
A member of the Education Services Team at maths@gmul.ac.uk and the Director of Education
- *For academic staff with PhD students*
If your sickness absence will impact planned supervision meetings, please ensure that you liaise directly with your PhD students, and for prolonged absence (over 2 weeks) please inform the [Director of Postgraduate Research Studies](#) as well as your PhD student's second supervisor.

Recording of Sickness Absence

The [Executive Officer](#) or your Line Manager will record your sickness absence on MyHR. Once this is recorded, you will receive an automated notification. Please notify the [Executive Officer](#) or your line manager once you have returned to work to ensure your period of sickness absence is recorded accurately.

Absence after the First Day

If you are absent for more than one day, you will be required to make regular contact with your line manager.

If you are absent for longer than one week you will need to obtain a doctor's certificate from your GP.

When you return to work after sickness absence of more than one week, your manager will make contact with you to ensure that you are able to fulfil your duties.

Supporting Staff through Sickness

Referrals to Occupational Health may be appropriate if support and/or adjustment are required to enable you to return to work. Additionally, referrals may be required if after longer periods of absence or where patterns become apparent.

Further information on the process of managing absence can be found [here](#).

If you wish to speak to someone confidentially, you are welcome to contact Workplace Options scheme which is free and confidential. You can contact them on 0800 243458 (24 hours) or by email at assistance@workplaceoptions.com.

Sick Pay

Further information on QMUL's Sickness Benefit Scheme can be found [here](#).

Sick when on Annual Leave

If you are sick whilst on annual leave, you must follow this procedure. Sickness takes priority over annual leave and where evidence is provided (eg. GP certificates) annual leave can be retrospectively cancelled.

Absence for Other Reasons

If you are absent for any other reason, then please follow the same procedure as above. The School will take every reasonable step to support you when personal emergencies arise and will be able to discuss the options available to you. (e.g. annual leave, compassionate leave and emergency domestic leave, unpaid leave etc.)

Your manager will also consider reasonable requests such as adjusting working arrangements to assist you in returning to work.

Managing Absence

If an employee's attendance record causes concern, managers can, and may, carry out a formal review in line with the [HR Code of Practice for Absence](#).

Time Off for Medical Appointments

Wherever possible, medical appointments should be arranged outside of your working hours. If this is not practically possible, appointments should be arranged at the start of your working day or at the end of your working day. Where appointments clash with teaching or other work commitments, as much notice as practically possible should be given.

Medical Treatments

Should anyone require medical treatment on an "outpatient" basis, such as minor surgery, dental work etc. this must be reported as "sick". Normally such treatments are planned in advance and you should advise your manager or the [Executive Officer](#) at the earliest opportunity. If emergency treatment is required at short notice you must follow the absence reporting procedure.

Managing email whilst on sick leave

The School recommends that for periods certified periods of absence (i.e. absences for over 1 working week), an out of office notice is activated to minimise email traffic whilst employees are on sick leave. Students and/or advisees should be referred to maths@qmul.ac.uk, and where applicable PhD students should be referred to their second supervisor.

If you require further help or advice, contact [Megan Liddle](#) via email or on 020 7882 5455.