

APPENDIX 1 ±ABSENCE NOTIFICATION AND RECORDING PROCEDURES

Notification from the member of staff

1. Staff should be made aware of the notification procedure for sickness abse(me)3.002796 Tf <00P1f < (or ea

acceptable. If a member of staff does not report for work and has not informed their immediate line manager or other senior member of staff why they have not attended, their line manager should make all reasonable efforts to contact them, e.g. by telephone, by writing to them or by visiting them (if appropriate) and should record any actions taken.

The HR Adviser for the Unit and the HR Compliance Office (HRCompliance@sussex.ac.uk) should be informed as soon as possible once an unauthorised absence is identified. In the event of any unauthouCc27h(uI)-4.006 (an.008 (ab)4.006 (sn.008 (ab)4.006 (sn.0089())TJ-9.00u-71p4che)3.96Tc0 (I)5 (i)-5.994 (ne

APPENDIX 3 ±GUIDANCE ON CONDUCTING A RETURN TO WORK INTERVIEW

place e.g. referral to the Occupational Health Service, referral to counselling, changes to working arrangements, etc. You should ensure that it is clear who will be taking this action and whether anyone else needs to be involved.

5. Completion of formalities

You should now complete the Return to Work form, ensuring that you note any future action you have agreed to take as above.

APPENDIX 4 ±RETURN TO WORK FORM

RETURN TO WORK FORM

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« « « « « « «

Manager:

« « « « « « «

I was ill/absent from (date) to (date)

because (give details, symptoms, etc.)

.....

.....

I returned to work on (date)

Date J 036>0>1998 <0011445100>298 <00114451>-