

## Absence Notification and Communication

If you cannot come to work because you are unwell, phone your manager to let them know as soon as you can and no later than the local arrangements for sickness notification, as previously agreed with your manager.

Task	Action
Tell your manager	<ul style="list-style-type: none"> <li>◆ Why you are off</li> <li>◆ When you think you will return</li> <li>◆ If you have any work/meetings to be dealt with while you are off</li> <li>◆ Agree with your manager how and when contact will be made and if necessary, arrange for someone to make contact on your behalf</li> </ul>
If your manager has not heard from you within an hour of your due start time on your first day of absence	<ul style="list-style-type: none"> <li>◆ They will contact you</li> <li>◆ If they cannot reach you then they will try other means to contact you – we have a duty of care to you</li> </ul>
If you do not contact your manager and we cannot get a hold of you	<ul style="list-style-type: none"> <li>◆ Your absence will be treated as unauthorised. This means you will not get paid whilst you are off and may lead to disciplinary action, unless there are reasonable circumstances</li> </ul>
If your absence continues beyond the first day	<ul style="list-style-type: none"> <li>◆ Agree with your manager how best to maintain contact</li> <li>◆ If your absence continues beyond 7 days, you need a Fit Note Discuss with your manager, or HR if appropriate, the frequency and method of ongoing contact</li> </ul>

Teachers have separate arrangements in place for absence notification and certification. Please see Part 2 Section 6.27 to 6.32 of the SNCT Handbook. Nothing within this framework is intended to conflict with the SNCT Handbook.

In the event that you feel unwell at work you should make your manager aware before going home.

If your absence extends beyond seven days, you should submit a Fit Note to your manager to cover the period of absence. Your manager will record the Fit Note information on [MyView](#) and once the internal processes are complete, it will then be returned to you.

On your return to work, your manager will have a discussion with you to find out how you are feeling and to ensure that you are fit to attend work along with providing you with any information that you have missed during your absence. Your manager will make a decision at this point if a more formal meeting is required, based on evidence from your absence record and individual circumstances. Detailed below are the steps in this process

