

Permanent Staff Sickness Self Certification Form

(For sickness absence of 7 calendar days or less)

This form should only be used for absences due to sickness for 7 calendar days or less (including weekends). If your period of sickness absence is longer than 7 calendar days, you will require a fit note from your doctor.

Please complete the below details and send the form to suhrteam@su.rhul.ac.uk. The HR team will upload this to your PeopleHR record which will notify your line manager to electronically sign via PeopleHR to confirm your absence.

Name	
Job Title	
Team	
Line Manager	

What date did your sickness begin?	
What date did your sickness end? <i>(Include Saturday and Sunday where the absence spans over a weekend)</i>	
What date did you last work before your sickness began?	
About your sickness. <i>Please give brief details.</i>	
Was your sickness caused by an accident at work?	
Would it be helpful for you to have a return to work interview with your line manager? <i>Please note that absences of more than 7 days will automatically require this.</i>	

Signature:	
Date:	

Please refer to RHSU's Sickness Absence Policy to understand your specific entitlement to sick pay.