

For all queries related to sickness absence please email selecthr@colchester.ac.uk

SICKNESS ABSENCE REPORTING DURING COLLEGE DISRUPTION

You no longer need to report in as self-isolating if you are well. If you do become unwell and not available for work then you need to report yourself as sick as follows:

1. **Notify your line manager** – giving details of your reasons for absence and if you have received medical advice.
2. **You MUST also email Select HR** on selecthr@colchester.ac.uk giving the same information

NB: If you are emailing from your personal email please include your Date of birth and NI number for Data Protection purposes

3. After 7 days of absence you will **not** be required to provide a Fit Note from your doctor to cover your sickness absence related to Coronavirus.
4. Once you are recovered you should notify your line manager and Select HR that you are better and your sickness absence should be closed.
5. Once the College is open again and you return to work you will need to complete a Return to Work/Self Certificate detailing the dates of your sickness absence and the reasons.
6. If your sickness absence is not related to the Coronavirus, the same procedures will apply. We realise that it may not be possible to obtain a Fit Note during this time. However, if you are given one then please provide on your return to work or scan and send to SelectHR.

Please Note:

If your sickness absence is due to coronavirus this will not be taken into account in any sickness absence management process. However, you will be paid in accordance with our occupational sick pay scheme.

Please note that any abuse of these procedures will result in disciplinary action