

Absence Reporting Procedure

The Sickness Absence Policy establishes a common sickness absence reporting procedure for all staff employed by the University.

A similar reporting procedure, as described here, should be used to report any other unplanned absence from work.

It is the responsibility of individual line managers to ensure that all of their staff understand and follow the absence reporting procedure.

Each School and Department should have a designated person to whom absence is reported for recording purposes. If the reason for absence is sickness the line manager will need to complete a [Sickness form \(USP1\)](#) immediately and send it to HR Operations. When the employee has returned to work the line manager needs to complete another USP1 form with the return date stated.

Where a member of staff is unable to attend work due to unforeseen circumstances, the member of staff is required to contact his / her line manager on the first day of absence before or as close to his / her start time as possible.

Only in exceptional circumstances should a relative or friend telephone if the member of staff is not able to do so him/herself. It is not acceptable to leave messages reporting absence with telephonists or anyone else.

Where a situation occurs whilst a member of staff is at work, and the employee needs to leave work to deal with it, he/she should inform his/her line manager and seek permission to leave work. The manager should make a note of this period of absence and record as appropriate.

All members of staff are expected to maintain contact with their line manager during any period of absence, at an appropriate frequency agreed with their manager, to update their line manager on their expected return to work date.