

Bridges Hull.
Self-Certificate for Sickness Absence

Please return this completed certificate to your line manager for their sickness absence records. The form will then be sent to the person who administers your pay. The information on this form will be used to assess your entitlement to sick pay, including statutory sick pay. This form should be completed and returned within 3 days of your return to work.

When do I need to submit a sickness absence certificate?

A **self-certificate** is required if the absence is between **1 and 7 calendar days**.

A **medical certificate(s)** signed by your doctor is/are required to cover any period of **more than 7 calendar days**.

Personal Details

Name	
Post	

Period of Sickness Absence

	Day of week	Date	Month	Year
First day of sickness				
Last day of sickness				
Date of return to work				

Details of Sickness/Injury

Please say briefly why you were unfit for work giving specific details, avoid words like illness or unwell.

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Was this an accident/injury at work? YES / NO

Was this injury as a consequence of a road traffic accident? YES / NO

If you have any queries about providing confidential information please contact your line manager.

[The Employer is registered as a Data Controller under the 1998 Data Protection Act and the personal data supplied on this form will be held in accordance with the requirements of the Act. The data will be held solely for the purposes of calculating occupational sick pay entitlement and for occupational health monitoring.

Declaration

I give my consent to the Employer holding the personal data on this form for the purposes of calculating occupational sick pay entitlement and for occupational health monitoring.

Employee's signature

Date