# Short-Term Sickness

If you are unwell all staff must phone their manager who will enter the information to the HR system on the first day of the sickness. This should be done at least one hour before your shift starts or before 9.30am (whichever is earlier).

You will need to let them know you will be absent and whether you think you will be likely to work return to work for your next shift/working day. You cannot let them know by text or email; you must call.

You can “self-certify” for up to five working days (7 calendar days) by letting your manager know each day that you are unwell. You can only self-certify on a daily basis, not for future days, which means you have to call each day you are unwell.

If you are off work for more than this period, or if you are absent before or following an annual or bank holiday, you may be asked to provide a doctor’s certificate/statement of fitness for work.