



THE UNIVERSITY *of* EDINBURGH

DIVISION OF CLINICAL NEUROSCIENCE

SICKNESS ABSENCE REPORTING - STAFF GUIDELINE

With the introduction of the University of Edinburgh on-line sickness absence reporting system, Oracle, it is important that staff follow the correct procedure when taking sick leave.

- First day of sickness: Staff should telephone Helen Cullion (0131 537 3087) as early as possible. If Helen Cullion is not available please leave a message on the answering machine or alternatively telephone one of your colleagues and inform them that you are unable to come into work and ask that colleague to inform Helen Cullion.
- The University of Edinburgh Human Resources state that you must give the reason you are off sick, **it is not acceptable to say that you are "not feeling well" or "feeling sick". Any matters of sensitivity will be completely confidential.**
- If your absence continues, you must keep in contact with Helen Cullion and if your condition persists for more than seven days (inclusive of Saturday and Sunday) then you must produce a *Statement of Fitness for Work (sick note)* from your doctor.
- First Day back to Work: When you return to work, inform Helen Cullion that you are back and complete a (yellow) Leave Request Form (available on line from the DCN website or from Helen Cullion) with details of your absence. Helen Cullion will mark your personnel records accordingly, and log the end of your sick leave on the University of Edinburgh on-line sickness absence reporting system, Oracle. Failure to report your return to work could mean that you are not removed from the Oracle system and your sick leave will continue and accumulate on the University of Edinburgh payroll system.

If you have any questions regarding this guideline, please contact Helen Cullion, helen.cullion@ed.ac.uk.