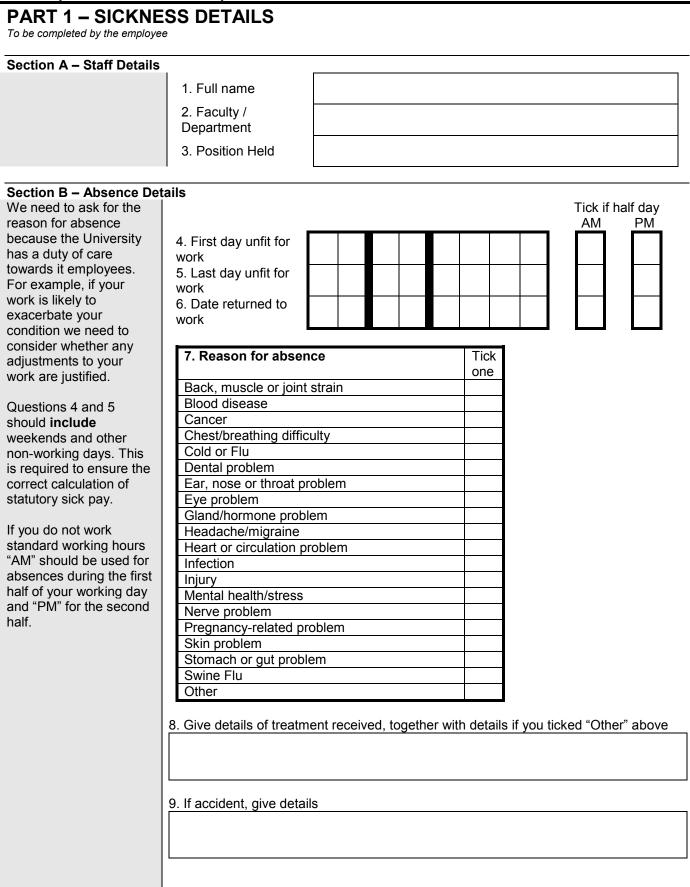
## Sickness Self Certificate

## CHRIS/62

All employees should use this form to report <u>all</u> sickness absences to their departmental administrator or head of institution. After seven calendar days' absence, you need a medical certificate from a doctor. Information on the University's Sickness Absence Policy is available on the Human Resources Division website.



	10. Is the condition new or recurrent?	
	New Recurrent	
Section C – Other informa	ation needed for payroll purposes	
If you have been absent and in receipt of Employment and Support Allowance, please enclose any linking letter you may have received.	11. If your employment has recently begun, tell us if you have received any of the following in the eight weeks leading up to your absence? Statutory sick pay Statutory maternity pay Employment and Support Allowance Statutory adoption pay	
	12. Are <b>all</b> of the following things true: (a) you are pregnant; (b) your absence is related to your pregnancy; (c) you are in the final four weeks before your expected date of childbirth? Yes No	
I confirm that I was unfit for work due to sickness in the period stated above and that the information I have given is correct and complete. I understand that this information will be used to record my absence and calculate my entitlement to pay.		
Signed	Date	
Now hand this form to your head of institution or departmental administrator.		
PART 2 – CONFIRMATION OF RECEIPT To be completed by the Head of institution or nominee		
Section C – Comments		
Enter any relevant	13. Comments	
comments in question 13.		
If the employee has ticked		
any boxes in question 11,		
please pass a copy of this form to the Payroll		
Section, Greenwich		
House, Madingley Rise. If the employee has ticked		
"Yes" in question 12, then		
their maternity leave must now begin. Please inform		

your HR School Team	
Signed	Name
Position	Date
Telephone Please now enter this absence onto the CHRIS sys file	stem and keep this form with the employee's personal