

TES Temporary Workers' Sickness Self Certificate CHRIS/73

TES temporary workers should use this form to report all sickness absences to the Temporary Employment Service. After seven calendar days' absence, you need a medical certificate from a doctor.

PART 1 – SICKNESS DETAILS

To be completed by the worker

Section A – Worker Details

1. Surname
2. Forenames
3. Assignment details

Section B – Absence Details

We need to ask for the reason for absence because the University has a duty of care towards its workers. For example, if your work is likely to exacerbate your condition we need to consider whether any adjustments to your work are justified.

Questions 4 and 5 should **include** weekends and other non-working days. This is required to ensure the correct calculation of statutory sick pay.

4. First full day unfit for work
5. Last full day unfit for work
6. Date returned to work

7. Reason for absence	Tick one
Back, muscle or joint strain	
Blood disease	
Cancer	
Chest/breathing difficulty	
Cold or Flu	
Covid-19 (Coronavirus)	
Dental problem	
Ear, nose or throat problem	
Eye problem	
Gland/hormone problem	
Headache/migraine	
Heart or circulation problem	
Infection	
Injury	
Mental health/stress	
Nerve problem	
Pregnancy-related problem	
Skin problem	
Stomach or gut problem	
Swine Flu	
Other	

8. Give details of treatment received, together with details if you ticked "Other" above

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9. If accident, give details

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10. Is the condition new or recurrent?

New

☐

Recurrent

☐

Section C – Other information needed for payroll purposes

Only complete question 13 if you have ticked "Benefits agency award" in question 11.

If you have been absent and in receipt of incapacity benefit, please enclose any linking letter you may have received.

11. If your assignment 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

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Statutory maternity pay

☐

Incapacity benefit

☐

Statutory adoption pay

☐

Benefits agency award

☐

12. Details of benefits agency award

13. Are **all** of the following things true: (a) you are a pregnant woman; (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 statutory sick pay.

Signed

Date

Now send this form to the Temporary Employment Service at Greenwich House, Madingley Road, Cambridge CB3 0TX or email a copy to temps@admin.cam.ac.uk.

PART 2 – CONFIRMATION OF RECEIPT

To be completed by the TES Team Leader or nominee

Section C – Comments

Enter any relevant comments in question 14.

14. Comments

Signed

Name

Position

Date

Telephone

Please now enter this absence onto the CHRIS system and keep this form with the worker's personal file.