

Absence Reporting and Return to Work Procedure

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1. Scope

This procedure indicates how absences and return to work should be reported throughout Organisation Name.

2. Responsibilities

The HR Department is responsible for recording absences.

The Health and Safety Officer is responsible for RIDDOR reporting where necessary.

<<Content removed for sample purposes>>

3. Procedure

3.1 Employees/Staff must report unplanned absences due to illness or injury to their Manager/Executive (genericline) by "10am"

on the first day of absence. If the supervisor or manager cannot be contacted, the employee should inform the HR Department of their absence.

3.2 The Manager/Executive (genericline) should inform the IT Department of the absence.

3.3 The HR Department records absences on the [Absence Record](#).

3.4 Employees/Staff should keep their Manager/Executive (genericline) and/or the HR Department informed of their situation for each day of sickness or injury.

3.5 Should the absence last more than seven calendar days, a medical certificate(s) signed by a doctor is required and must be submitted to the HR Department. This

must be repeated for each week of absence, unless otherwise agreed.

<<3.6-3.9 removed for sample purposes>>

Document owner and approval

The Head of HR is the owner of this document and is responsible for ensuring that it is reviewed in line with the requirements of the management system.

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SAMPLE