

Newstead Road Pre-School – Self Certification of Sickness

Private and Confidential

If you are unable to attend work, please telephone the pre-school manager, Pat McGowan early on the first day of sickness, or if possible the night before, so that there is time to arrange cover for your absence.

On your return to work, you must complete this self-certification form for all periods of absence up to 7 days. For absence of 7 days or more, you must obtain a doctor's medical certificate.

When counting the number of days, you should include every day that you were unfit to work, including days that you would not normally work, such as weekends.

Name: _____

Position: _____

First day of absence: _____ / _____ / _____

Last day of sickness: _____ / _____ / _____

Return to work: _____ / _____ / _____

Total number of days sick: _____

I was unfit to attend work for the following reason:

(please be specific, e.g. influenza, broken leg etc. It is not sufficient to state 'sick' or 'unwell'!)

Declaration:

I declare that I have not worked during the period of sickness stated above and that the information I have given is factually correct.

Employee's signature: _____

Date: _____ / _____ / _____

Manager's signature: _____

Once completed, this form should be filed by the pre-school manager in the employees confidential employment folder.