**NOTIFYING YOUR EMPLOYER IF YOU ARE SICK**

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| **You must let your employer know as soon as possible if you are sick and unable to attend work. This should be done by calling in and speaking to your employer, not texting. You should follow the steps below:** |
| **1. Inform your employer**   * You must make sure that you inform your employer if you are unable to work **as soon as possible**, certainly **before your shift is due to start.** * Your employer may need to make alternative arrangements to cover for your absence, so they will need as much notice as possible so that they can look at all their options.     **2. Let your employer know when you will be returning to work**   * If you can, you should let your employer know when you think you will be able to **return to work.** * If you are unable to give a return date, you should telephone your employer each day or evening, so as to maintain contact and keep them updated.   **3. If you are sick for more than 3 days...**   * If you are sick for more than 3 days you will need to complete a form SC2 (Self Certificate of Sickness) and give the completed form to your employer. This form is available at <https://www.gov.uk/government/publications/statutory-sick-pay-employees-statement-of-sickness-sc2> * If you are sick for more than 7 calendar days, you must obtain a medical certificate (a fit note) from your GP and make sure that you give the fit note to your employer. |