UNIVERSITY COLLEGE LONDON
Sickness Absence Record Form

Name: ____________________________________________________________

Department: ______________________________________________________

Date of first day of absence: ________________________________________

If part time date fit to return to work: ________________________________
(if earlier than the actual date of return)

Date of return to work: ____________________________________________

Nature of illness (please tick one box only)
The Sickness Absence recording categories have been updated with a system developed by collaboration of the Health and Safety Executive with the Institute of Occupational Medicine. This scheme is designed to allow employers to classify in a standardised way the reasons for sickness absence provided by employees.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Anxiety/stress/depression/psych illness</td>
<td>23</td>
<td>Eye problems</td>
</tr>
<tr>
<td>11</td>
<td>Back Problems</td>
<td>24</td>
<td>Endocrine / gland problems</td>
</tr>
<tr>
<td>12</td>
<td>Other (not back) musculoskeletal problem</td>
<td>25</td>
<td>Gastrointestinal problems</td>
</tr>
<tr>
<td>13</td>
<td>Cold, Cough, Flu - Influenza</td>
<td>26</td>
<td>Genitourinary or gynaecological problems</td>
</tr>
<tr>
<td>14</td>
<td>Asthma</td>
<td>27</td>
<td>Infectious diseases</td>
</tr>
<tr>
<td>15</td>
<td>Chest &amp; respiratory problems</td>
<td>28</td>
<td>Injury, fracture</td>
</tr>
<tr>
<td>16</td>
<td>Headache / migraine</td>
<td>29</td>
<td>Nervous system disorders</td>
</tr>
<tr>
<td>17</td>
<td>Benign and malignant tumours, cancers</td>
<td>30</td>
<td>Pregnancy related disorders</td>
</tr>
<tr>
<td>18</td>
<td>Blood disorders (e.g. anaemia)</td>
<td>31</td>
<td>Skin disorders</td>
</tr>
<tr>
<td>19</td>
<td>Heart, cardiac &amp; circulatory problems</td>
<td>32</td>
<td>Substance Dependency</td>
</tr>
<tr>
<td>20</td>
<td>Burns, poisoning, frostbite, hypothermia</td>
<td>98</td>
<td>Causes - not elsewhere classified in SA scheme</td>
</tr>
<tr>
<td>21</td>
<td>Ear, nose, throat (ENT)</td>
<td>99</td>
<td>Unknown causes / Not specified</td>
</tr>
<tr>
<td>22</td>
<td>Dental and oral problems</td>
<td>100</td>
<td>Whole day medical appointment</td>
</tr>
</tbody>
</table>

I confirm that the above information is correct and that I am fit and well to return to work:

Signed: ___________________________________ Date: ________________

Send to your manager.
The form will be retained in the department.
Back to work Interview

To be completed by the Line Manager

Was the sickness absence reporting procedure followed?  YES ☐  NO ☐

Is the member of staff fit to return to work?  YES ☐  NO ☐

If required (absences of more than 7 calendar days) has the doctor’s fit note been submitted?  YES ☐  NO ☐  N/A ☐

Was the absence work related e.g. accident at work or general conditions of work area?  YES ☐  NO ☐  N/A ☐

Is an Occupational Health referral required?  YES ☐  NO ☐  N/A ☐

If yes has the staff member given permission?  YES ☐  NO ☐

Are any work place adjustments required?  YES ☐  NO ☐  N/A ☐

If yes, please provide details of what is required, who is to action and a timescale for completion.
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Is a risk assessment being requested?  YES ☐  NO ☐  N/A ☐

Date of meeting: _____________________________________________________________

Name of Line Manager: _______________________________________________________

Signature:  ____________________________________________________________________

Signature of member of staff: ____________________________________________________

Actioned on MyView on __________ by ___________________________________________

Please ensure both sides of this form are completed

Send to your manager.
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Updated November 2011