## Sickness Absence Record Form

Employees / Managers are encouraged to record sickness absence directly on MyHR Self Service, as this is the most confidential and secure way of recording.

If required by local department processes, this Sickness Absence Record Form may be completed by the employee but must be disposed of securely once the record has been approved on MyHR.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of first day of absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of return to work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Nature of illness**

Please select the appropriate sickness absence reason from the list here:   
  
[www.ucl.ac.uk/human-resources/sickness-absence-reasons](http://www.ucl.ac.uk/human-resources/sickness-absence-reasons)

Type the reason that fits your absence here:

Is this absence related to a disability?

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

Signed: Date:

*An electronic signature is acceptable. Once complete, please pass or send securely this form on to your Line Manager.*