

**Procedure for Estates and Facilities My View Administrators**  
**Recording Sickness Absences**

1. Employee absent due to illness – contacts Line Manager on first day of absence.  
Should provide:
  - a. broad reason for absence
  - b. expected return day
2. Line Manager to notify relevant Administrator by email of the absence, providing reason and expected return date.
3. Administrator to enter the absence details onto the My View database including:
  - a. date absence commenced
  - b. date absence expected to end
  - c. broad reason for absence

Note: If absence extends into 8 days (including weekends) then a medical certificate will be required.

4. If a medical certificate is required then Administrator to update My View with the medical certificate expiry date. Copy the certificate for Estates and Facilities records and send original medical certificate to Payroll Services.
  5. Administrator to monitor and check that any further medical certificates are received by appropriate date or that employee returns.
- Note: Payroll Services must be notified if there is a break in certificates.
6. When employee returns, Administrator to provide manager with a Return to Work Interview Form and an S2 Form for the employee to complete.
  7. Administrator receives completed S2 form from employee.
  8. Administrator to update My View Database with correct data and amend if necessary.

Note: HR/Payroll no longer require S1, S2 or S3 forms.