Email for Administrator (to Line Manager) regarding a Medical Certificate for employee

Hi

We have been notified that <<Name>> has been absent from work during the following dates <<dates>> due to illness or injury.

As they have been absent for more than 7 days, they are required to submit a Medical Certificate in line with the University’s [Sickness Benefits](file:///I:/Personnel/Public/Staff%20Handbook/Sickness%20Benefits.doc) policy and in accordance with Statutory Sick Pay rules.

Please could you ask <<Name>> to provide a certificate for this period of absence at their earliest convenience?

When xxx returns to work, you are required to carry out a ‘Return to Work’ discussion with them. Further details regarding this discussion can be found here: [Absence Management Policy](file:///I:/Personnel/Public/Staff%20Handbook/Absence%20Management%20Policy.doc) and [Return to Work Form](file:///I:/Personnel/Public/CoreHR/Return%20to%20Work%20Meeting%20Form.docx) (this is on the Intranet on the Health and Safety page).

Kind regards