Email for Administrator or Line Manager to send to Employee for Sickness Self Certificate

Hi

I have been notified that you have been absent from work during the following dates <<dates>> due to illness or injury. I hope you are now recovered and feeling better.

As you were absent for between 4 and 7 days, you are required to submit a Self-Certified Sickness Declaration form (SC2) in line with the University’s Sickness Benefits policy ([Sickness Benefits Policy](file:///I:/Personnel/Public/Staff%20Handbook/Sickness%20Benefits.doc)) and in accordance with Statutory Sick Pay rules.

The certificate can be found on the Staff Intranet or by following the link: [Self Certified Sickness Form](file:///I:/Personnel/Public/CoreHR/Self-Certified%20Sickness%20Form.doc). Please could you complete and return the form to your line manager / me as soon as possible.

Kind regards