# Welcome to Heads Up

Heads Up is designed to ensure that all people managers are kept informed of emerging news and developments.

Heads Up will ensure that you receive key information first, and that you are equipped with the information you need to help support you to do your job. You can also use this information during discussions at your regular team meetings and 1-2-1‘s.

## 3 things you need to know today:

## Temporary changes have been introduced to fit notes and when an employee needs to provide one.

## For sickness absence starting on or after 10th December 2021 an employee can now self-certify for up to 28 calendar days

## If an employee is absent for longer than 28 calendar days, they will need to provide a fit note from their doctor.

# Temporary changes to Fit notes and Self Certification for Sickness Absence

# To allow GP’s to prioritise the coronavirus (COVID-19) booster campaign temporary changes have been made to when an employee is required to provide a fit note.

# For sickness absence starting on or after 10th December 2021 an employee can now self-certify for up to 28 calendar days (including weekends or non-working days).

# If an employee is absent for longer than 28 calendar days (including weekends and non-working days) they will need to provide a fit note from their doctor.

# When an employee makes contact to say they are absent due to sickness managers should inform them of these temporary changes and of the following information;

# Employees should use the usual self-certification form to self-certify for the first 28 days whilst this temporary change is in place.

# If an employee knows they are likely to be absent from work due to sickness for longer than 28 days they should try and get the fit note to their manager on the 28th day of sickness absence. It is recognised that GP’s might not be able to provide a fit note before the 28th day of absence. If there's a delay getting a fit note, for example difficulty booking a GP appointment, the employee should contact their manager and explain.

# Once an employee provides a fit note this should be put on the absence record as usual.

# Due to the immediate and temporary nature of this change it does not alter the Absence and Wellbeing procedure and managers should continue to manage sickness absence and maintain contact with absent employees as they usually would.

# We will keep a close eye on this developing situation, review in the new year and provide any updates.

# Further questions?

If you have any questions about this advice or ongoing COVID arrangements process please speak to your HR provider in the first instance and then contact Kerry Anderson, HR Business Partner – Education & Skills if you have any further queries Kerry.anderson@cumbria.gov.uk