

Staff Sickness

Sickness happens – we can deal with this. However, we do need to know as soon as possible! We need to arrange suitable cover in good time in order to ensure a seamless service for our clients.

- ✓ Please contact the Office at the earliest opportunity. We have a 24 hr mobile number – please use it! 07786 965 998
- ✓ When ringing or texting in sick, please make sure you receive a response from the Office. It is rare that you will not receive a response immediately. However, if this is the case, please ring or text again. For some reason we may not have received your message. Again – we need to be informed!
- ✓ Keep in touch with the Office.
- ✓ Update us on your condition.
- ✓ Advise us when you are likely to be fit to return to work.
- ✓ If we do not hear from you by 3pm on your sickness day, we will automatically re-assign your work for the following day. Again, keep us informed at all times!
- ✓ If your absence is prolonged, you may be entitled to SSP. Please contact the Office or visit www.direct.gov.uk for additional information
- ✓ Deaf Umbrella will ask you to provide medical evidence of sickness from the eighth day of your illness.



Please remember that with effect from April 2010 the Department of Work and Pensions has been operating a Fit Note system.... full information can be found on <http://www.dwp.gov.uk/fitnote> .



The new system enables Doctors to advise people who are on sick leave for over 7 days whether, with extra support from Deaf Umbrella, they could return to work earlier than would otherwise be expected

Remember – please keep us updated at all times!

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