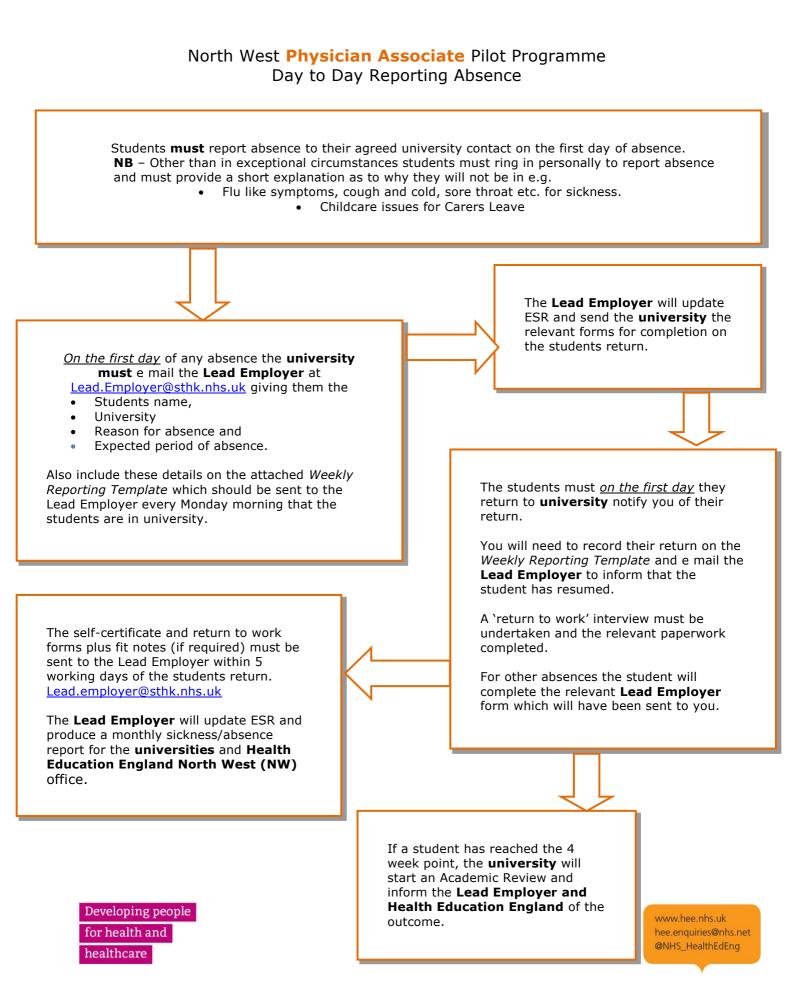


Physician Associate (University and Placement) Fact Sheet





www.hee.nhs.uk

hee.enquiries@nhs.net @NHS\_HealthEdEng

## Physician Associate (University and Placement) Fact Sheet

## **Reporting Absence Additional Guidance**

- Calls from other people, texts and e mails are **unacceptable** when reporting sickness
- If a student does not make contact on the first day of sickness/non-attendance they are considered **to be absent and pay will be suspended**.
  - A short explanation as to why they will not be in must be given e.g.
    - Flu like symptoms, cough and cold, sore throat etc. for sickness.
    - Unexpected childcare issues for Carers Leave
    - Death of a close family member Bereavement Leave
- The student must inform the university of their *return on their first day back*.
- If a student has not informed the university in advance of their intention to return to the course any/all Saturdays, Sundays, bank holidays etc. will be counted in the overall day's absence.
- For periods of sickness of under 7 days a self-certification must be completed and for periods of sickness over 7 days a Statement of Fitness for Work ('Fit Note') must be produced.
- When the student returns to work a 'return to work' interview must be undertaken.
- If a student has come into university and then becomes unwell and is sent home by a member of staff this will be counted as sickness if it is half a day or more.
- If the student is not coming into university the next day they **must follow the process above.**
- If a student has sought and been given permission to leave university early, *no more than 2 hours*, this does not need to be recorded or reported as absence.
- If the student is attending a dentist/doctor/hospital appointment they should endeavour to make this appointment as early or as late as possible in the day and they **should attend university prior to or after any such appointment**. Such cases do not need to be recorded as sickness.
- All forms will be audited and **any absence not covered by the relevant forms** will result in salary payments being withheld.

The postal address for the Lead Employer is as below -

Lead Employer LG1, Nightingale House Whiston Hospital Warrington Road Prescot L35 5DR

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