Sickness Recording Process

1. Employee advises school/unit of absence

2. School/Unit complete Part A of the absence form

3. Send to Salaries
   The Old Burgh School
   Abbey Walk
   St Andrews
   KY16 9LB

4. Employee has advised absence shall continue for more than 7 days

5. Yes
   Advise employee a doctors medical certificate is required
   Medical Certificate received
   Employee returns from absence period

6. No
   Employee returns from absence period
   Complete Part B of the absence form

7. Send to Salaries
   The Old Burgh School
   Abbey Walk
   St Andrews
   KY16 9LB