

**Sick Leave Record August \_\_\_\_\_ to August \_\_\_\_\_**

*As absences due to sickness may affect your training, the Trust is required to maintain a record of sick leave. It is your responsibility to accurately record ALL incidences of sick leave. Failure to do so will be regarded as a probity issue. You must bring this record to meetings with your Education Supervisor. Once your total exceeds 14 days in a single year, your ES must inform the Head of School at NIMDTA or the Associate Postgraduate Dean, Foundation Programme, as applicable. Please retain this record for your Appraisal folder.*

**YOU MUST CONTACT A MEMBER OF SENIOR MEDICAL STAFF ON THE WARD AND MEDICAL HR IN ADVANCE OF YOUR SHIFT START TIME ON YOUR FIRST DAY OF ABSENCE AND ON YOUR RETURN**

<b>Name</b>	<b>GMC no.</b>	<b>Grade</b>

Dates of Postings (from –to)	Trust	Hospital	Specialty

TRUST/SITE	Date(s) of sick leave	No days	Certificate required Y/N	Self certified Y/N	Reported absence to (Name, date and time) Medical Staff / HR	Contacted on return to work (name, date and time) Medical Staff / HR	Cumulative sick leave
							<b>TOTAL (DAYS)</b>