

**GP STR**

**Sickness Absence Reporting**

**All GP Trainees are Employed by DBTH and should follow DBTH Trust Guidance on sickness absence reporting**

**\*\*\*\*Please put the above number in your phone\*\*\*\***

If you are not well enough to come into work you need to follow the instructions overleaf. Please note that if you are too ill to attend HDRC, this must also be reported to the Trust as it is officially a sickness absence.

Correct sickness absence reporting is a contractual matter and is also important in identifying whether any added days should be applied to your period of training owing to Time Out Of Training (TOOT).

You must keep an accurate record of your own sick leave (and any other leave), which may be checked by the GPSA when it comes to CCT

 and your Specialist Registration.

**Sickness Absence Hotline**

**0300 30 45 550**

Feature text

Generic text: The purpose
of a newsletter is to
 provide specialized information to a targeted audience. Newsletters can
be a great way to market your product or service
and also can create credibility and build

Any colleagues reporting an absence**must do the following**at their earliest convenience:

GP Trainees in Hospital Posts:

* Before the start of your shift or working hours, contact your Consultant Supervisor/rota coordinator to let them know you will not be coming into work.
* **All GP Trainees should then ring the Sickness Absence Reporting Hotline number on 0300 30 45 550.**

GP Trainees in GP placement:

* Before the start of your shift or working hours, contact your Practice Manager/rota coordinator to let them know you will not be coming into work.
* **All GP Trainees should then ring the Sickness Absence Reporting Hotline number on 0300 30 45 550.**

The number has an automated service which will ask you for a few details such as your name, assignment/payroll number (this can be found on the top left of your payslip) and reason for the absence, **please also provide your role and specialty**. This will be followed-up by a call back wherever necessary.

**Please note, you must press the hash (#) key after giving your answers.**
* The above process must be followed for sickness absence and medical exclusion (this does not apply to leave which is applied for such as carers, for which the normal process applies).
* **When you are fit and ready to return to work, please call the hotline and advise of the return date.**

The Scheme, your Supervisors and/or Practice Managers will receive an email when you have closed your sickness period with the Trust to ensure the Trust records accurately reflect your reporting.