

HOW TO...

Request a sick note

When you are too sick to go to work, the law states that you do not need a sick note for the first seven days of sickness. If you return to work before this time then your employer should ask you to complete a self-certification form for you to 'declare' your illness yourself.

After seven days of absence you would need an official sick note from your GP.

First-time sick notes

For the first sick note you would normally need to be seen by a GP. In some cases this may be able to be done over the telephone. Your GP will issue an official document – called a 'Med3' – as proof that you are ill. Please note that these documents can be back dated, but they **cannot be future dated under any circumstances**.

This note can also be used as proof that you have seen your GP.

Follow-up sick notes

For an illness which is ongoing for a lengthy period of time, it may be the case that you require further sick notes to cover your period of sick leave.

To request a follow-up sick note, please call the practice on 01274 224888 and speak to one of our receptionists. They will send the request through to the GP who will review your medical records to determine whether you require a further review before issuing a follow-up sick note.

Once you have requested a follow-up sick note you can **phone us back after 5pm to find out if it has been issued or whether a review is needed**.

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