



Managers' Briefing

Temporary changes to providing medical certificates (fit notes)



22 December 2021

What's changing?

In response to the Covid Omicron variant the government has introduced the Statutory Sick Pay (Medical Evidence) Regulations 2021 to allow general practitioners (GPs) more time to focus on the Covid booster programme.

These regulations change the requirement for staff to provide a medical certificate (fit note) for any spell of incapacity for work, from after seven days to after 28 days, for the period 10 December 21 until 26 January 2022. They must still complete a self-certificate, to cover the first seven days.

Absences starting from 27 January 2022 will revert to the previous process of requiring a medical certificate (fit note) after seven days.

Your role

This briefing outlines the temporary changes to recording procedures. You should also discuss these changes with staff when they report sickness absences.

Should you have any questions or require support with attendance management you should contact your Service HR Team.

1. Changes to recording absences

How you record absences which start during the temporary period will change as detailed below.

If you use MyPortal follow these steps:

1. On day one, enter the absence through MyPortal as normal
2. If the employee returns within 28 days, you can close their absence following the normal return to work process
3. If their absence continues longer than 28 days, you will have to see a medical certificate (fit note) which covers from day 29 of their absence
4. When you have confirmed the medical certificate (fit note) is valid from day 29 you should record the medical certificate (fit note). Enter the start date for the fit note as day eight of the absence and not day 29, this will ensure continuity of pay.

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5. If an employee provides a medical certificate (fit note) during the 28-day period which covers past 28 days, you should record a medical certificate (fit note). To ensure continuity of pay you should enter the start date for the fit note as day eight of the absence and not day 29.

If you use absence management module (AMM) follow these steps:

1. You should continue to report absence in the normal way
2. Staff will need to provide a medical certificate (fit note) from day 29 of their absence and this should be noted on your AMM return.

2. Will conditions of service change?

Section four in the Conditions of Service – Sick Absence Leave & Pay will change for the temporary period to state:

Where the absence is more than 28 days, the employee must submit a medical certificate, to cover the period of their absence. They must still complete a self-certificate, to cover the first seven days.

If the absence continues beyond seven days, the employee must notify their Service every seven days, and provide an update of their situation.

3. Who do I contact if I have a question?

If you have any queries on absence recording you should email CBSESCRecordMaintenance@ced.glasgow.gov.uk with details of the employee number.

4. Will this change how I manage absences?

No, you should continue to manage absence in line with the guidance in our Maximising Attendance Policy.

5. Will staff need to contact their GP?

Staff will not need to contact their GP to request a medical certificate (fit note) for absences of less than 28 days. If, however they feel that they require support with their illness they should still seek medical advice, useful information is available from NHS Inform at www.nhsinform.scot/

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