Process for reporting sickness absence

* It is your responsibility to report sickness absence to both your Course Organiser (CO) and [td.geos@ed.ac.uk](mailto:td.geos@ed.ac.uk) BEFORE your start time and include details of the hours that were to be worked
* You are also responsible for keeping your CO up to date with your absence
* Your CO is responsible for notifying Teaching Office of any changes to arrangements for teaching
* Your CO is responsible for arranging cover and informing [td.deos@ed.ac.uk](mailto:td.deos@ed.ac.uk) of the arrangements
* T&D admin will record absence on timecard and Time and Absence app, you won’t have to do this for yourself
* If you are off for longer than 7 calendar days you will need to get a doctor’s note & email a copy to CO & T&D mailbox
* Return to work process will be the responsibility of your CO
* On return to work you should inform [td.geos@ed.ac.uk](mailto:td.geos@ed.ac.uk)

Providing you have followed the process detailed above you will have be paid for the hours scheduled