

Requesting a Sick Note

Sick certification forms

Your employer can ask you to confirm that you've been ill. You can do this by filling in a form yourself when you return to work. This is called self-certification.

Self-certification forms usually include details such as:

- information about your sickness or illness
- the date your sickness started
- the date your sickness ended

These dates may be days that you don't normally work. For example, your sickness could start or end on a Saturday, Sunday or bank holiday.

Many employers have their own self-certification forms. If your employer doesn't have their own form, instead they may use an SC2 form from HM Revenue & Customs Employee's Statement of Sickness.

[Download a template self-certification form](#)

Sickness of more than seven days

If you are sick and off work for more than seven days, your employer will normally ask you to provide a medical certificate from your GP.

When you need a certificate will also depend on your employer's company policy on sick leave (or sickness absence). This policy should tell you how many days you can be off sick before you need a note.

To find out about your employer's policy:

- ask your team leader or supervisor, or
- speak to someone from your human resources (HR) or personnel department

A fit note must be signed by a doctor and allows your GP to give you advice to help you return to work. This is because work can play an important part in helping people recover from illness or injury. The GP can say you are not fit for work or can say you may be fit for work for example with light duties or a phased part time return.

If you have not seen a doctor at the practice and we have had no information from a medical professional about your illness, you will not be able to get a fit note without an appointment. This should be a routine appointment. There are rules governing the issue of fit notes and the GP may not be able to supply one, depending on the information you provide. If you are under the care of a hospital, your fit note may be issued by the hospital, rather than the practice.

When your fit note runs out

If your certificate runs out, but you are still sick, you can request a sicknote extension via PATCHS.

Fit notes can be backdated so it is not necessary to make an emergency appointment to renew your certificate.