

<b>Name of Guidance</b>	Sickness Absence – a guide for trainees
<b>Category</b>	Trainee Support
<b>Authorised by</b>	Business Managers Group
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<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Notes</b> Reason for Change, what has changed, etc
1	March 2011	Business Managers	New guideline
2	June 2014	Debbie Harrison	Refreshed guideline
3	March 2016	Jill Hanson	Amended in line with new HEE branding guidelines
4	July 2017	Nick Sowerby	Reviewed – with no changes

Related Documents (hyperlinks)

- N/A

## Guidance for trainees taking sickness leave

This guidance applies to all staff training within Health Education England, working across Yorkshire & the Humber (HEEYH).

You are required to;

- **Inform your employer** of any sickness related absence. Please refer to policy within your current Trust or lead Trust (if applicable).
- **Inform your Training Programme Director (TPD) and HEEYH** of any long term absence (more than one week). Written confirmation of start and estimated return dates will be required. When informing your TPD, please copy in the relevant member of Programme Support. (Contacts can be found on the relevant schools page on our [website](#)) Please confirm once you have returned to work.
- **Update e-portfolio** – please ensure that any absences are recorded in the relevant section.

From April 2014, all trainees are required to fill in the revised version of 'Form R'. On the Form R, it asks trainees to record all absences, not just sickness absence. All completed forms will be saved on the trainee's electronic file.

The General Medical Council (GMC) has stated that a review of the CCT date should be carried out in cases where trainees are absent for 14 days or more within a 12 month period (when a trainee would normally be at work). This would normally occur at the point of ARCP/RITA.

It should be noted that having time out of training does not necessarily mean that time in training will be extended.