

READ ME FIRST

You will be aware that when you are absent from work due to illness or injury, you are individually responsible for the certification of your absence and the reason(s) for it.

Such certification must be presented to your line manager in a timely manner.

If you know you are going to be absent due to illness or injury for 8 calendar days or more, please make arrangements to see your GP and obtain a Medical Statement of Fitness to Work (MED3).

You must also download and complete a copy of the SC211 NIFRS Self-Certificate and forward it along with the MED3 you have obtained from your GP.

You can also download and complete the SC211 in a PDF Reader and email it to your supervisory manager if you so wish.
PDF reader can be downloaded and installed from this link to [adobe.com](https://www.adobe.com)

Please ensure that you inform your supervisory manager if you have any difficulties in downloading or completing the SC211 or if there is any delay in obtaining a MED3 from your GP.

Failure to produce self and medical certificates on time may result in suspension of your salary/wage until such times as all certification has been received.

Repeated failure to provide timely certification may also result in disciplinary action.

You can also read the Chief's Circular and the Management of Medical Certificates Process, both of which have been placed alongside this document for ease of access.