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To whom it may concern,

**Employee Sickness Absence**

This letter is written to clarify the statutory position relating to sick notes and when they are required from a doctor.

It is not a requirement for an employee to have a sick note from a doctor for a period of absence from work which amounts to less than seven consecutive days.

Please refer to the Department for Work and Pensions web-site for regulations relating to sickness absences from work on www.gov.uk/taking-sick-leave

If an employer requires a letter from a doctor giving details regarding the sickness of a patient who is an employee who has been absent from work due to sickness for a period of less than seven days, this needs to be requested in writing along with signed consent from the employee which expressly states that details from their medical records can be released to their employer.

A letter from a doctor is chargeable. For current charges see section on Chargeable Work on www.towcestermedicalcentre.co.uk

Please be aware that if the patient has not consulted with a doctor during the absence we may not have details relating to the reason they are off work.

After a period of more than seven consecutive days of absence a sick note will be issued to a patient during their consultation to be passed on to the employer which will give details of why the patient is off work and how long the doctor thinks they will need to be off.

Yours faithfully

**Towcester Medical Centre**