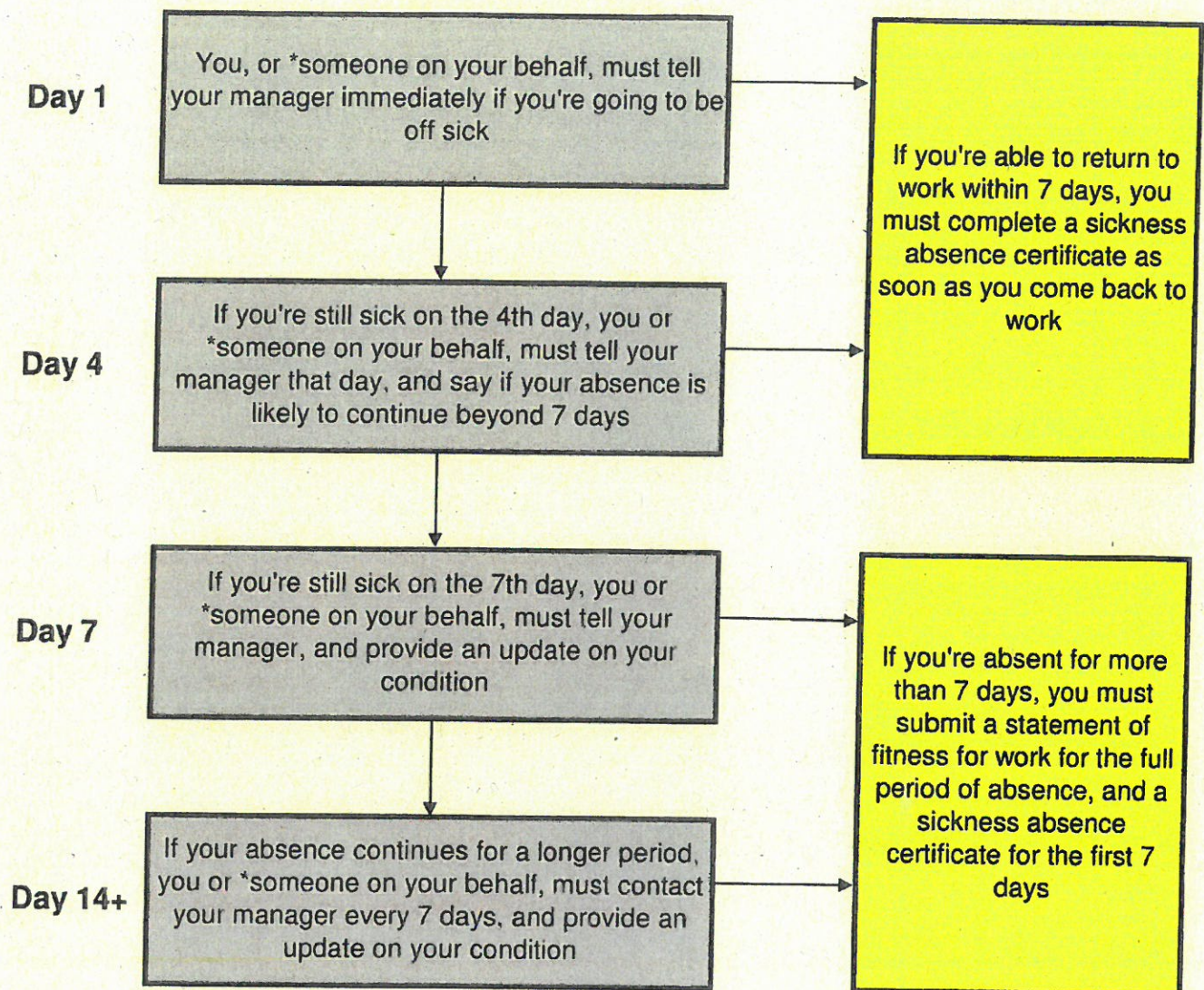


Get the most out of
GlasgowLifeTM

Reporting of Absence

Sick Leave Notification Process

Documentation



*** only in exceptional circumstances**

You must contact your manager directly to report absence. If they're not available, you should leave a message and provide contact details for your manager to call you back.

It's not sufficient to:

- leave a message with a colleague or switchboard staff
- leave a recorded message on an answer phone
- send an e-mail or text message.

