

Guidance on Fit to Work Notes (Med 3)

Advice for patients and employers

When to request for a Fit to Work Note

Employees might need a fit note when they're off sick. A fit note is an official statement from a registered healthcare professional giving their medical opinion on a person's fitness for work. Fit notes were previously called sick notes.

Self-Certify

You can self-certify for 7 days (including weekends). You do not need to provide a Fit to Work Note to your employer during this period.

How can I request a Fit to Work Note?

You can request a Fit to Work Note by calling us on 01501 730432 (Armadale patients) or 01501 751238 (Blackridge patients). Please call after 10am in Armadale and between 11am – 3pm in Blackridge.

You can also book an appointment with the GP if you feel that you need to discuss your symptoms further.

How long does a Fit Note take to be ready?

It takes 48 hours (over the working week) to produce, ie you request on Friday afternoon, the Fit Note will be ready for Tuesday afternoon.

Can you extend the Fit to Work Note in advance?

No. If your line runs out on the 10th, we cannot physically produce another line until the 11th. Our computer system doesn't allow it.

Phased Return

The GP can recommend a phased return on your Fit Note. **However this is an agreement between you and your employer.** The GP is unable to contribute further to this.

If you cannot agree a phased return with your employer, you can be signed off sick for a further period which will require you to request a Fit to Work Note.

Do I need a note to say I can come back to work?

If your employer wishes for more information on your health, they can contact us directly and request a letter (subject to a charge) or refer you privately to Occupational Therapy. Both of which require your consent.

Does my employee need a fit note saying they are fit for work?

No. People do not need to be signed back to work and there is no option on the fit note to do so. If your employee's healthcare professional assesses that they are fit for work, they will not be issued with a fit note.

Your employee should return to work once their fit note expires (if they have not already done so) or will need a new fit note.

For a limited number of jobs, there are separate procedures to ensure someone is fit to carry out their role. Your HR, occupational health or legal department should know if this applies to your organisation.

If your organisation has a separate policy which requires someone to obtain medical evidence that they are fit for work, this should be arranged through a private arrangement with a healthcare professional or occupational health specialist. Once your employee's healthcare professional has assessed them as fit for work, they cannot issue any further fit notes to cover a period while they are waiting for additional health checks required by your organisation.

References

www.gov.uk/government/publications/fit-note-guidance-for-employers-and-line-managers/getting-the-most-out-of-the-fit-note-guidance-for-employers-and-line-managers