

Dr M. D. Hodgson
Dr M. J. Keavney

Tel:(01325) 374332
Fax:(01325) 374063

Doctors Lane Surgery
Aldbrough St John
Richmond
North Yorkshire
DL11 7TH

Your guide to the fit note.

When do I need a fit note?

We will provide a fit note if your health affects your fitness to work.

If you are fit to work or are off sick for seven calendar days or less a fit note is not required because you can self certify leave for this time (www.hmrc.gov.uk/forms/sc2.pdf). If your employer requests a sick note to cover self certification then we can provide a private sick note with a charge.

We cannot provide a fit note for non-medical problems, such as problems at home or relationship troubles at work or caring for dependents, unless these are impacting on your health. Please see <https://www.gov.uk/browse/working/time-off> for help with time off for these problems.

What are fit notes?

A 'fit note' is the informal name for the Statement of Fitness for Work. It replaced the old sick note and allows us to provide more information on how your condition affects your ability to work. This will help your employer to understand how they might help you return to work sooner or stay in work. Work can play an important part in helping people to recover from illness or injury.

The fit note is advice. Your employer can decide whether or not to accept it and we cannot get involved in any disputes between you and your employer. You may wish to seek help from a trade union or Acas (www.acas.org.uk) in such situations.

Getting a fit note?

A fit note is provided from the doctor who is treating you. This will usually be your GP but if you are getting treatment in hospital you should ask for one from your hospital doctor.

The fit note is your property and you should keep it. Your employer should take a copy if they want one for their records. Duplicate notes can only be issued if the original is lost.

Assessment

We assess your fitness to for work by how your health affects what you can do at work. We are required to consider your fitness for work in general instead of just thinking about your current job. This gives you and your employer the maximum flexibility to think about ways to help you go back to work. This may involve moving to a different job or changing duties.

Out of work

You can use your fit note to support a claim for benefits. www.gov.uk/browse/benefits

If you are fit to undertake a different job, hours or a gradual return to work then jobcentre-plus should provide you with employment advice including advice on retraining.

Not fit to work

Show the fit note to your employer to arrange your sick pay.

www.gov.uk/browse/working/time-off.

Fit for work

You may be fit to undertake different duties, hours or a gradual return to work. We will provide more information on your fit note.

You should discuss your fit note with your employer to see if they can help you return to work. Your local safety representative or trade union may be able to help you in your discussions. Your employer may have an Occupation Health department or advisor who can also help.

If your employer cannot make changes they do not have to. In these circumstances you should treat your fit note as you are not fit to work.

Can I go back to work before the end date on my fit note?

You are able to return to work before the end date as long as your employer agrees. If your employer thinks its not safe you will have to stay off work.

Do I need a note saying I'm fit for work?

You do not need to be signed back to work. The fit note does not have an option to say that you're fit to work. We can provide your employer with a private letter with a charge if they require one.

Following Occupational Health (ATOS)/ Job Centre Plus assessment for long term benefits- Incapacity benefit or Employment Support Allowance.

If you are advised by job centre plus that you are no longer entitled to long term benefits then you are able to appeal this decision.

We may issue further fit notes until the appeal is held if it is medically appropriate. If we consider you are fit for some aspect of work then we will issue a fit note accordingly. Job centre plus will then advise you of the alternative employment options open to you. This may include claiming Jobseekers Allowance until the appeal outcome.

Following your assessment by ATOS we are not required to provide sick notes unless you decide to appeal against the decision made. The above will then apply.

We may be requested to provide a statement to ATOS or Jobcentre Plus based on the information held in your medical records. We are not obliged to offer an opinion for anyone else. If you feel further medical evidence is required for your appeal then you should contact Jobcentre plus or the appeals service.

<https://www.gov.uk/government/organisations/department-for-work-pensions/series/fit-note>

<http://www.dwp.gov.uk/healthcare-professional/frequently-asked-questions/>