

Extenuating Circumstances

Documentary Evidence Required

<ul style="list-style-type: none"> • Only the documents listed will be accepted as evidence. • Documents should refer to you as your name appears on the Register. If any document refers to you in a name other than that on the Register, you must provide evidence of the link between both names. • The definition of “employer” is as follows: <ul style="list-style-type: none"> ○ Health & Social Care Trust HR Departments ○ GP Federation HR Departments ○ Government Department HR Departments ○ Company HR Departments ○ University HR Departments ○ Pharmacy Owner/Director 	
Long term illness	<ul style="list-style-type: none"> • Registrant’s medical certificate(s) for the period absent from work; and/or • A letter from an appropriate medical professional confirming the nature of the illness that prevents the registrant from working including dates.
Acute personal/emotional circumstances	<ul style="list-style-type: none"> • Registrant’s medical certificate(s) for the period absent from work; and/or • A letter from an appropriate medical professional confirming the nature of the circumstances that prevent the registrant from working including dates.
Hospitalisation	<ul style="list-style-type: none"> • Registrant’s medical certificate(s) for the period absent from work; and/or • A letter from an appropriate medical professional confirming the nature and severity of the illness that prevents the registrant from working including dates.
Family illness	<ul style="list-style-type: none"> • Registrant’s medical certificate(s) for the period absent from work; and/or • A letter from an appropriate medical professional confirming the nature and severity of the family illness that prevents the registrant from working including dates.
Victim of crime	<ul style="list-style-type: none"> • A written statement of events; and • Written evidence from the Police (including a crime reference number); and • Where relevant, a medical certificate or letter from an appropriate medical professional or counsellor confirming the reason that prevents the registrant from working including dates.
Career break	<ul style="list-style-type: none"> • Letter from employer confirming the start date and duration of the career break.
Unemployment	<ul style="list-style-type: none"> • Written evidence of the unemployment start date; and • Written evidence of continued unemployment.
Criminal investigation, proceedings, other legal matters	<ul style="list-style-type: none"> • A solicitor’s letter confirming the nature of the legal matter that prevents the registrant from working including dates.
Enforced Furlough or Self-Isolation	<ul style="list-style-type: none"> • Registrant’s medical certificate(s) for the period absent from work; and/or

<p>For the purposes of this application, the term “employer” refers to (see below):</p>	<ul style="list-style-type: none"> • Signed & dated letter from the employer, on letterhead paper, confirming start & end dates of the enforced Furlough/Self-Isolation.
<p>Maternity leave</p>	<ul style="list-style-type: none"> • Registrant’s maternity exemption certificate (MatB1 form); <u>and</u> • Signed & dated letter from the employer, on letterhead paper, confirming start & end dates of maternity leave. <u>Locum Pharmacists only:</u> • Registrant’s maternity exemption certificate (MatB1 form); <u>and</u> • Evidence of receipt of statutory maternity allowance to confirm start and end dates of maternity leave.
<p>Paternity leave</p>	<ul style="list-style-type: none"> • Signed & dated letter from the employer, on letterhead paper, confirming start & end dates of paternity leave.