

# THE UNIVERSITY of EDINBURGH

## System User Guide Line Manager Guide to Sickness Absence

We realise this formatting may not be accessible for all – to request this document in an alternative format please email <u>hrhelpline@ed.ac.uk</u>.

## Contents

Introduction2
In Brief3
How to Log a Sickness Absence for a Direct Report3
How to Add a Self Certificate/Return to Work Form for a Direct Report
How to Add a Fit Note for a Direct Report4
How to Log a Phased Return for a Direct Report4
How to End an Open Sickness Absence5
In Detail6
How to Log a Sickness Absence for a Direct Report6
How to Add a Self Certificate/Return to Work Form for a Direct Report
How to Add a Fit Note for a Direct Report13
How to Log a Phased Return for a Direct Report15
How to End an Open Sickness Absence21
Version History24
Reviewers & Approvers24

## Introduction

This guide covers key tasks for Line Managers in the 'Sickness Absence' system process.

- Please review the end to end <u>Guide to Sickness Absence</u> (under the absence and leave heading)
- Please review the relevant HR policy for the absence type being processed and work within the guidelines stated. The HR absence policies can all be reviewed on the <u>Leave and Absence Policies</u> webpage.
- Periods of absence are subject to monitoring in line with the HR policy.
- To support the Absence management policy the following three absence review reports have been developed as a management tool and will be emailed directly to the employee's line manager. Managers will only receive an email if there is data to report.
- Weekly Open Sickness Absences Report all instances of sickness absence which do not have an Absence End Date on the day the report is run
- Monthly Sickness Absence Review for 10 or More Intermittent Days in a rolling 12-month period
- Monthly Sickness Absence Review for 3 or More Periods in a rolling 6-month period
- If an employee has more than one assignment, all line managers for the employee will be sent the report.
- The three reports have been developed as a management tool to allow managers to monitor and review attendance levels of staff and support staff health and wellbeing. It may not always be the case that action has to be taken on receiving one or more of the three absence reports. The information in the report should be reviewed and considered in line with the Absence Management Policy and Absence Management guidance for Line managers. Advice should be sought from your local HR Partner before taking any formal action.
- The Absence review reports are also available through the Absence Report app in People and Money and can be run at any time. The reporting period will mirror the report sent to the line manager. Further details are available in the guide '<u>How to view Absence Reports</u>'.
- The Open Absences Report will be sent each Monday, to line managers who have a direct report flagged as being off with sickness absence (e.g. currently have the open absence box ticked) in People and Money. If an employee has more than one assignment, all line managers for the employee will be sent the report. An open-ended absence must be closed off when the employee returns to work.
- The Monthly Sickness Absence Review for 10 or More Intermittent Days in a rolling 12-month period will be sent on the first day of the month where a direct report meets the review point in the reporting period.
- The Monthly Sickness Absence Review for 3 or More Periods in a rolling 6-month period will be sent on the first day of the month where a direct report meets the review point in the reporting period.
- This user guide details the processes to add and manage absences for direct reports within the team.
- Each absence type has a section to record comments. This should be completed with additional information as relevant. Please ensure that any notes added are kept professional and in line with

GDPR regulations, noting that an employee can request to see any information that is held on the system for them.

• Most absence types cannot overlap with each other. If this occurs, an error message will display on screen when the absence is submitted. This will prevent the absence from being processed until the overlap has been resolved.

There is one exception to this: when a sickness absence is entered without an end date, future planned annual leave dates do not need to be deleted.

- If an absence period needs to be extended, please ensure to edit the existing absence instead of adding on a new one. This prevents multiple absences being reported for one event for sickness and monitoring purposes, which can lead to further issues with payroll processing.
- To cancel or amend an absence follow the guidance within in the section below '<u>How to end an</u> <u>open sickness absence</u>'.

## In Brief

This section is a simple overview and should be used as a reminder. More detailed information on each outcome is provided later in this guide.

#### How to Log a Sickness Absence for a Direct Report

- 1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Add Absence**.
- 2. Select the relevant employee from the list.
- 3. Select Sickness from the Absence Type drop down list
- 4. Enter the **Start Date** for the absence.
- 5. Select whether the absence is for a full day or half day from the **Start Date Duration** drop down menu.
- 6. Enter the **End Date** and **Duration** if known. Alternatively, click on the **Open ended** toggle if the return date is not known at this stage.
- 7. Select a relevant **Reason** for the sick leave from the list of options available in the drop-down menu.
- 8. Add any relevant **Comments** if applicable. This might be to capture an informal back to work discussion.
- 9. Upload any relevant **Attachments** if applicable.
- 10. Please disregard the **Legislative Information** and **Additional Information** fields at the bottom the page you do not need to complete these.
- 11. Click on the **Submit** button to complete the absence recording.

#### How to Add a Self Certificate/Return to Work Form for a Direct Report

Page **3** of **24** 

- 1. From the home page click on the **My Team** tab and select the **My Team** app.
- 2. Against the relevant employee to add the absence against, click on the **Ellipsis** then select **Document Records** from the drop-down menu.
- 3. Click on the +**Add** button.
- 4. Select Self Certificate (RTW Form) from the Document Type drop-down list.
- 5. Enter the **Name** and the **From** and **To Date** from the certificate
- 6. Drag the file into the **Attachments** box or alternatively click on the **Hyperlink** to upload the document from where it is saved to.
- 7. Click on the **Submit** button.

#### How to Add a Fit Note for a Direct Report

- 1. From the home page, click on the **My Team** tab and select the **My Team** app.
- Against the relevant employee to add the absence against, click on the **Ellipsis** then select **Document Records** from the drop-down menu. (You will need to scroll down to select Document Records).
- 3. Click on the +**Add** button.
- 4. Select Fit Note (Medical Certificate) from the Document Type drop-down list.
- 5. Enter the **Name**. This should be unique to the employee e.g. their name and the date.
- 6. Enter the date it was **Issued On**.
- 7. Record the **From Date** and **To Date** that the form covers the employee for.
- 8. Drag the file into the **Attachments** box or alternatively click on the **Hyperlink** to upload the document from where it is saved to.

**Note:** Please ensure both sides of the Fit Note have been scanned and attached.

- 9. Click on the **Submit** button.
- 10. Return the original Fit Note back to the employee.

## How to Log a Phased Return for a Direct Report

When a phased return has been agreed for an employee who has been off work sick, the first step in the process is to end the existing sickness absence as of the day before the phased return commences. Phased Return should commence from the first day they return to some work.

**Note:** An employees' pay will not be affected by the Phased Return absence type. They will be paid their normal contractual pay.

- 1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Add Absence**.
- 2. Select the relevant employee from the list.
- 3. Select **Phased Return** from the **Absence Type** drop-down menu and enter the agreed dates of the phased return. Enter any relevant **Comments** or **Attachments**.

- 4. Against the **Additional Information** section, enter the start and end date of the first week of the phased return arrangement in the **WK1 Start Date** and **WK1 End Date** fields. Select the **WK1 Type of Change** option from the drop-down list as applicable and capture the **WK1 New working hours** (**if applicable**) to record the agreed work pattern for the week. Where **Change to duties/workload** or **Change to workload** options were instead selected, record the relevant details in the **WK1 Any further detail** field.
- 5. Repeat 4 for up to an additional 5 weeks as applicable, in the respective fields. Then click on the **Submit** button to complete.

**Note:** Should the employee wish to continue the conditions of the phased return past the standard period stated within the Absence policy, there is the option to process a contract amendment for this change. Please review the absence policy for further information.

#### How to End an Open Sickness Absence

- 1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Existing Absences**.
- 2. Select the relevant employee from the list or search by name, person number or assignment number using the search bar.
- 3. Find the Open Ended absence you would like to end and click on the **pencil icon** next to it.
- 4. Click on the **Open ended toggle**. This will enable the **End Date** field.
- 5. Select the absence **End Date**.
- 6. Click Submit.

## In Detail

This section provides the detailed steps and includes relevant screenshots from the system.

#### How to Log a Sickness Absence for a Direct Report

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Add Absence**.

$\equiv \underbrace{\text{THE UI}}_{of \text{ EDIN}}$	NIVERSITY NBURGH							△ ☆	₽ 🗘
	Good aftern	ioon, Audre	ey Auber	gine					
	Me My Team	My Client Groups	Help Desk			anteed Hours		<b>`</b>	
	QUICK ACTIONS	APPS							
	Change Manager								
	Continuous Service Da	tes	My Team	Journeys	Hiring	Learning	Workforce Compensation		
	Employee Summary								
	Employment Info		Line Manager	Annual Review		Absence Reports	+		
	Document Records		Dashboard	Record Dashboard					
	Show More								
	Show More								
$\equiv \underbrace{\text{THE UI}}_{of \text{ EDIN}}$	show More NIVERSITY NBURGH							☆	₽ ¢ (
$\equiv \underbrace{\text{THE UI}}_{of \text{ EDIN}}$	Show More							☆	₽ 🕫 (
= THE UN of EDIN	Show More Show More USURGENEE Hiring Add a Candidate		Create Jo	ob Requisition	ŧ	Manage Shared Interview ?	Schedules	_ ☆	₽ 🖓 (
$\equiv \underbrace{\text{THE UI}}_{of \text{ EDIN}}$	Show More Show More UPDERSITY UPDERS		Create Ja	ob Requisition		Manage Shared Interview !	Schedules	□ ☆	P 🗘 (
$\equiv \underbrace{\text{THE UI}}_{of \text{ EDIN}}$	Show More  Show More  NIVERSITY BURGH  Hiring  M Add a Candidate  Time  Add a Current Time Card	, ,	Create Jo Treate Jo Add Oth	ob Requisition er Time Card		Manage Shared Interview 3 Team Schedule	Schedules	□ \$	₽ ¢
EDIN	Show More  Show More  Show More  Hiring  Add a Candidate  Time  Add a Current Time Cards  Cardidate  Cardidate		Create Jo Treate Jo Add Oth	ob Requisition er Time Card	# *	Manage Shared Interview 3 Team Schedule	Schedules	□ \$	₽ ¢
EDIN	Show More  Show More  Show More  Hiring  Mdd a Candidate  Time  Mdd a Current Time Cards  Absences  Absences  Absences  Absences		Create Jo Treate Jo Add Oth	ob Requisition er Time Card	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Manage Shared Interview 3 Team Schedule	Schedules	□ \$	₽ 🗳 (
EDIN	Show More  Show More  Show More  Show More  Show Add a Candidate  Time  Add a Candidate  Time  Add a Candidate  Time  Add Current Time Cards  Absences  Absences  Absences  Absence Balance		Create Jo Add Oth	ob Requisition er Time Card ence	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Manage Shared Interview 3 Team Schedule Existing Absences	Schedules	□ \$	₽ 🗳 (
= THE UN of EDIN	Show More  Show More  Show More  Show More  Show More  Show Add a Candidate  Time  Add a Candidate  Time  Add a Candidate  Time  Add a Candidate  New Person  Add a Pending Worker  Add a Pending Worker		Create Jo Add Oth Add Abs	ob Requisition er Time Card ence		Manage Shared Interview 3 Team Schedule	Schedules	□ ☆	₽ 🗳
E THE UN	Show More Show More Show More Show More Hiring Add a Candidate Time Add a Candidate Time Add Current Time Card Time Add Current Time Card Absences Absences Absences New Person Add a Pending Worker Workforce Structures		Create Jo Add Oth	ob Requisition er Time Card ence		Manage Shared Interview 3 Team Schedule	Schedules	□ ☆	₽ 4
= THE UN	Show More  Show More  Show More  Show More  Show More  Show Add a Candidate  Time  Add a Candidate  Time  Add a Candidate  Time  Add a Candidate  Time  Add a Candidate  Add a C		Create Jo Add Oth Add Abs	ab Requisition er Time Card ence Workers a Position Change		Manage Shared Interview 3	Schedules	□ ☆	

2. Select the relevant employee from the list or search by name, person number or assignment number using the search bar.

û 🗳 🔤
Clear (1) Sort By Relevance 🗸 🛄
t Status Worker Type Work Email roll Eligible Employee @ed.ac.uk

3. Select Sickness from the Absence Type drop-down menu.

BB New Absence Bertie Beetroot Cancel Save and Close Save Submit	۵ 🦑 🔺	$= \underbrace{\text{THE UNIVERSITY}}_{of \text{ EDINBURGH}}$
	Cancel Save and Close Save Submit	BB New Absence
Absence Type		Absence Type
Annual Leave		Annual Leave
Emergency Time off for Dependants     he details of your absence here.       Other Paid Leave	here.	Emergency Time off for Dependants Other Paid Leave
Parental Bereavement		Parental Bereavement
Partner Adoption Pattner Birth		Partner Adoption Partner Birth
Phased Return		Phased Return
Sickness		Sickness

- 4. If you are the line manager for more than one of the employee's assignments, a **Personal Job Title** drop down menu will appear and you will have two options to choose from:
  - a. Leave the **Personal Job Title** field blank to submit an absence across all assignments **OR**
  - b. Select a specific assignment from the **Personal Job Title** field. **Note:** In-active assignments may appear in the drop down list, therefore, please ensure you've selected an **active** assignment.
- 5. In the **Dates** section:
  - a. Enter the **Start Date** for the absence.

- b. Select whether the absence is for a full day or half day from the **Start Date Duration** drop down menu.
- c. Enter the absence **End Date** and **Duration** where known. Alternatively, click on the **Open ended** toggle, if the return date is not known at this stage.

**Note: To cancel or amend a period of sickness absence** please refer to the <u>How to End an Open</u> <u>Sickness Absence</u> section of this guide. Extensions or Amendments must not be added on as an additional absence.

P P P P P P P P P P P P P P P P P P P	LUMBURGH			
	BB New Absence		Cancel Save and Close Save	s Submit
	Absence Type Sickness	•		
	Dates			
	Start Date	Start Date Duration	•	
		Required	uired	
	Open ended			
		r##		
	End Date			
		negorea		
	Details			
	Reason	-		

- 6. In the **Details** section:
  - a. Select a relevant **Reason** for the sick leave from the list of options available in the dropdown menu. This field is mandatory.
  - b. Add any relevant **Comments** if applicable. The date of an informal back to work discussion can be captured here.
  - c. Upload any relevant **Attachments** if applicable.

BB New Absence Bertie Beetroot		Cancel	Save and Close Save	e Submit –
Duration 1 Calendar Days				
Details				
Reason	Required			
Comments				
Attachments Drag and Drop Select or drop files here.				
URL		Add URL		
Legislative information				
Consumed SSP Weeks 0	Original Start Date	<b></b>		

- 7. Please disregard the **Legislative Information** and **Additional Information** fields at the bottom the page you do not need to complete these.
- 8. Click on the **Submit** button to complete the absence.

Note: The Save and Close and Save buttons will save this absence in <u>draft state only</u>. Please ensure to Submit it once all the details have been added.

BB New Absence Bertie Beetroot		Cancel	Save and Close	Save	Submit	
End Date 4/06/2025						
Duration 1 Calendar Days						
Details Resson Headarbe /Migraine						
Comments						
Attachments	 					
Drag and Drop Select or drop files here.						
URL	Add URL					
Legislative information						

9. Following the recording of a sickness absence, the Line Manager will receive a notification with a checklist of actions to carry out. This will be accessible through the **Notification Bell** on the home screen. Actions will include:

- a. Read absence management policy
- b. Check whether a fit note is required for the absence
- c. Check review points/patterns of absence
- d. Rules around return to work
- e. Case Management for certain absences

**Note:** Where the absence is entered by a School Department Administrator, the checklist will still be sent to the individuals Line Manager to action. This is because it is the Line Manager's responsibility to ensure it has been carried out.

10. Where a sickness absence continues for less than 7 days but more than 4, an employee must supply a Self Certification for the absence, in line with the rules around Self Certification. For further details on this, please see the section, 'How to Add a Self Certificate/Return to Work Form for a Direct Report'. Alternatively, for sickness that continues for over 7 days, the employee must provide a Fit Note. Please see the section of this guide on, 'How to Add a Fit Note for a Direct Report' for further details on how to do this.

#### How to Add a Self Certificate/Return to Work Form for a Direct Report

1. From the home page, click on the **My Team** tab and select the **My Team** app.

■ THE UN of EDIN	VIVERSITY BURGH	습☆₽ 🕫 🥵~
	Good afternoon,	
	Me My Team My Client Groups Guaranteed Hours Help Desk Tools Others	
	QUICK ACTIONS APPS	
	🖁 Change Manager (於法) 😥	
	Continuous Service Dates My Team Onboarding Hiring Learning	
	Employee Summary     Employee Summary	
	Show More	
	Things to Finish	

 Against the relevant employee to add the absence against, click on the Ellipsis then select Document Records from the drop-down menu. (You will need to scroll down to select Document Records)

Image: Security Officer (A1) (PAO - Estates and Faciliti     Absence       Image: Im			
In R systems Assistant     Cash Disbursements       II     TESTMGKevin Igoe HR Systems Assistant     Change Assignment       III     AR     Alice Rees Leverhulme Early Career Fellow     Change Legal Employer       With Offer     Change Vorting Hours     Continuous Service Dates       Requisitions     Document Polyery Polyersons     Document Records		JD Jamie Duncan HR Systems Assistant GG GPTest Tutor (C1) (ACAD - Tutors and Demonstrators) GG Gillian Gordon	Absence Balance Absence Cases Add Absence Add Assignment Additional Assignment Info Allocate Checklists Cancel Work Relationship
With Offer     Continuous Service Dates       Create Work Relationship     Direct Reports       Requisitions     Document Records		TI TESTMGKevin Igoe HR Systems Assistant AR Alice Rees Leverhulme Early Career Fellow	Cash Disbursements Change Assignment Change Legal Employer Change Legal Employer Dashboard Change Location
Requisitions Document Records	Wi	th Offer	Charge Warking Hours Change Working Hours Continuous Service Dates Create Work Relationship Direct Reports
	Re	quisitions	Document Records

3. Click on the +**Add** button.

$\equiv \int_{0}^{0} \int_$	E UNIVERSITY DINBURGH			۵	☆ □	ŵ	AA
K BB	Document Records Bertie Beetroot						
	Document Records			+ Add   •			
	Search by type, name, or numbe	Show Filters Excluded Payroll ×	Expired $\times$	۵ ۳			
			Sort By	Last Updated - Descending $\ \lor$			
	Document Type Right to work documents	Name		68			
	<b>Category</b> Employment	Last Updated Date 12/10/2021		$\checkmark$			

4. Select Self Certificate (RTW Form) from the Document Type drop-down list.

	Characterization of the second s		
Colf Cortificate (PTW/ Form)	4 ence		
Self Certificate (RTW Form)	Country		
-	All Countries		
Description			
Self-Certificate (RTW Form) Document submitted by wor	rker after returning to work following a period of absence		
Name	Issued On		
Diane Rogers 10/02/2021	5 mm/yyyy	to	
Number	Interime Authority		
(and a second se	issuing Autionty		
1234			
From Date	Issuing Comments		
08/02/2021	Èè		
To Date	7 htext Value		
10/02/2021		~	
Attachments			
	ag files here of click to add attachment 🗸		

- 5. Enter the **Name**. This should be unique to the employee e.g. their name and the date.
- 6. Enter the **Number** to be allocated to the document (a sequential number 1 if it's the first document to be uploaded, 2 for the second etc).
- 7. Record the **From Date** and **To Date** that the form covers the employee for.
- 8. Drag the file into the **Attachments** box or alternatively click on the **Hyperlink** to upload the document from where it is saved to.

**Note:** Please ensure both sides of the Self Certificate have been scanned and attached.

9. Click on the **Submit** button.

#### How to Add a Fit Note for a Direct Report

1. From the home page, click on the **My Team** tab and select the **My Team** app.

■ THE UN of EDINI	IIVERSITY BURGH	۵	☆	Þ	Ć <mark>™</mark>	KF ~
	Good afternoon,					
	Me My Team My Client Groups Guaranteed Hours Help Desk Tools Others					
	QUICK ACTIONS APPS					
	Change Manager					
	My Team Onboarding Hiring Learning					
	Finployment Contracts					
	Employee Summary Workforce Compensation					
	Show More					
	Things to Finish					

 Against the relevant employee to add the absence against, click on the Ellipsis then select Document Records from the drop-down menu. (You will need to scroll down to select Document Records)

My Team		
	JD     Jamie Duncan       HR Systems Assistant       GG       GFTest       Tutor (C1) (ACAD - Tutors and Demonstrators)       GG       Gillian Gordon       HR Systems Assistant       T       TESTMGKevin Igoe       HR Systems Assistant	Absence Balance Absence Cases Add Absence Add Assignment Additional Assignment Info Allocate Checklists Cancel Work Relationship Cash Disburgents Change Assignment Change I enal Employeer
	AR Alice Rees Leverhulme Early Career Fellow With Offer	Change Legal Employer Dashboard Change Location Change Manager Change Working Hours Continuous Service Dates Create Work Relationship Diriced Execution
	Requisitions Vacancies	Decument Delivary Preferences Document Records

#### 3. Click on the +**Add** button.

$\equiv \int_{0}^{1} \int_{0}^{0} \int_$	E UNIVERSITY DINBURGH				☆	Þ	Ç1	AA
< BB	Document Records Bertie Beetroot							
6								
	Document Records		+ Add	•				
	Search by type, name, or numbe	Show Filters Excluded Payroll ×	Expired ×	▲ ▼				
			Sort By Last Updated - Descending	g ~				
	Document Type Right to work documents	Name		60				
	<b>Category</b> Employment	Last Updated Date 12/10/2021		~				

4. Select Fit Note (Medical Certificate) from the Document Type drop-down list.

Add Docum	nent ocument Details		9	Sub <u>m</u> it	Cancel
4	*Document Type Fit Note (Medical Certificate)	Category Absence Country All Countries			
5	Fit Note (Medical Certificate)         *Name         Lorraine Welch 05/11/2021         From Date         28/10/2021         *To Date         05/11/2021	Issued On 04/11/2021 Context Value	<b>*</b>		
B	Attachments	r click to add attachment 🗸			

- 5. Enter the **Name.** This should be unique to the employee e.g. their name and the date.
- 6. Enter the date it was **Issued On**.
- 7. Record the **From Date** and **To Date** that the form covers the employee for.

- 8. Drag the file into the **Attachments** box or alternatively click on the **Hyperlink** to upload the document from where it is saved to.
- 9. Note: Please ensure both sides of the Fit Note have been scanned and attached.
- 10. Click on the **Submit** button.
- 11. Return the original Fit Note back to the employee.

#### How to Log a Phased Return for a Direct Report

When a phased return has been agreed for an employee who has been off work sick, the first step in the process is to end the existing absence as of the date the phased return is due to take place. For further details on how to do this, please refer to the system guide <u>Line Manager Guide to Absence and Leave</u>.

**Note:** An employees pay will not be affected by the Phased Return absence type.

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Add Absence**.



$\equiv \underbrace{\text{THE UNIVERSITY}}_{of \text{ EDINBURGH}}$			습 ☆ ㄹ 🗘 м
Hiring			
🛃 Add a Candidate	Create Job Requisition	Manage Shared Interview Schedules	
Time			
Add Current Time Card	Add Other Time Card	连 Team Schedule	
Team Time Cards			
Absences			
Absence Balance	Add Absence	Existing Absences	
New Person			
🛃 Add a Pending Worker	Pending Workers		
Workforce Structures			
🚓 Request a New Position	Request a Position Change		

2. Select the relevant employee from the list or search by name, person number or assignment number using the search bar.

THE UNIV	ERSITY RGH								۵	Ĝ	AA
< Add Abse	nce										
<b>Q</b> Search by nam											
Reports Direct reports	X Assignment Status	Manager Type Show p	primary assignment only	Worker Type Filters	Clear (1)						
Name	Personal Job Title	Person Number	Assignment Numl	ber Assignm	ent Status	Worker Typ	e Work I	Sort By Relevance 💙 Email			
Bertie Beetroot	Graphic Designer			Active -	Payroll Eligible	Employee	20	@ed.ac.uk			
										1	

#### 3. Select **Phased Return** from the **Absence Type** drop-down menu.

BB New Absence Bertie Beetroot		Cancel	Save and Close	Save	Submit
Absence Type Annual Leave					
Emergency Time off for Dependants	he details of your absence here.				
Parental Bereavement					
Partner Adoption					
Partner Birth	_				
Phased Return					
Sickness	,				

- 4. If you are the line manager for more than one of the employee's assignments, a **Personal Job Title** drop down menu will appear and you will have two options to choose from:
  - a. Leave the **Personal Job Title** field blank to submit an absence across all assignments **OR**
  - b. Select a specific assignment from the **Personal Job Title** field. **Note:** In-active assignments may appear in the drop down list, therefore, please ensure you've selected an **active** assignment.
- 5. In the **Dates** section, enter:
  - a. Start Date
  - b. Start Date Duration (Full Day/Half Day)
  - c. End Date
  - d. End Date Duration (Full Day/Half Day)

**Note:** Should the employee wish to continue the conditions of the phased return past the standard period stated within the Absence policy, there is the option to process a contract amendment for this change. Please review the <u>absence policy</u> for further information.

Absence Type Phased Return	•	Personal Job Title Graphic Designer	•			
		arapine pesiBirel				
Dates				1		
Dates				]		
Dates Start Date	Ħ	Start Date Duration	•	]		
Dates Start Date	Equired	Start Date Duration	Required	]		
Dates Start Date	Required	Start Date Duration	.↓ Required	]		
Dates Start Date	Equired	Start Date Duration	Required	]		
Dates Start Date	Required	Start Date Duration	Required			
Dates Start Date End Date Projected Balance	Required Required	Start Date Duration	Required			

#### 6. In the **Details** section:

- a. Add any relevant **Comments** if applicable.
- b. Upload any relevant **Attachments** if applicable.

Duration		
19 Calendar Days		
Projected Balance	0 Calendar Days	
As-of 20/06/2025	Calculate	
Details		
Comments		
Attachments Drag and Drop Select or drop files here.		
URL	Add URL	
Legislative information		
Legislative information Additional information		

7. Against the **Additional Information** section, enter the start and end date of the first week of the phased return arrangement in the **WK1 Start Date** and **WK1 End Date** fields.

BB New Absence Bertie Beetroot			Cancel	Save and Close	Save	Submit
Legislative information						
Additional information						
WK1 Start Date	Ħ	WK1 End Date	<b>iii</b>			
WK1 Type of Change	•	WK1 New working hours (if applicable)				
WK1 Any further detail		WK2 Start Date				
WK2 End Date	i	WK2 Type of Change	•			
WK2 New working hours (if applicable)		WK2 Any further detail				
WK3 Start Date	Ħ	WK3 End Date				
WK3 Type of Change	•	WK3 New working hours (if applicable)				
			++			

8. Select the **WK1 Type of Change** option from the drop-down list as applicable. The options to select from are, **Work hours adjusted**, **Change to duties/workload** or **Change to work location**.

BB New Absence Bertie Beetroot			Cancel	Save and Close	Save	Submit
Legislative information						
Additional information						
WK1 Start Date	i	WK1 End Date	Ē			
WK1 Type of Change	-	WK1 New working hours (if applicable)				
WK1 Any further detail		WK2 Start Date	Ē			
WK2 End Date	Ħ	WK2 Type of Change	•			
WK2 New working hours (if applicable)		WK2 Any further detail				
WK3 Start Date	Ħ	WK3 End Date	iiii			
WK3 Type of Change	•	WK3 New working hours (if applicable)				
			<b></b>			

9. Capture the **WK1 New working hours (if applicable)** to record the agreed work pattern for the week. Where **Change to duties/workload** or **Change to workload** options were instead selected, record the relevant details in the **WK1 Any further detail** field.

BB New Absence Bertie Beetroot				Cancel	Save and Close	Save	Submit
Legislative information							
Additional information							
WK1 Start Date	t	WK1 End Date	Ē				
WK1 Type of Change	•	WK1 New working hours (if applicable)		]			- 1
WK1 Any further detail		WK2 Start Date	Ē				
WK2 End Date	t	WK2 Type of Change	•				
WK2 New working hours (if applicable)		WK2 Any further detail					
WK3 Start Date	Ħ	WK3 End Date	Ħ				
WK3 Type of Change	•	WK3 New working hours (if applicable)					
11027 4 4 4 14 14 14		March 18-1	ta a				

- 10. Repeat steps 6 8 for up to an additional 5 weeks as applicable, in the respective fields.
- 11. Click on the **Submit** button to complete.

Note: The **Save and Close** and **Save** buttons will save this absence in draft state only. Please ensure to **Submit** it once all the details have been added.

BB New Absence			Ca	Save and Close	Save Submit
Legislative information					
Additional information					
WK1 Start Date 2/06/2025	i	WK1 End Date 6/06/2025	Ē		
WK1 Type of Change Working hours adjusted	•	WK1 New working hours (if applicable) 10			
WK1 Any further detail		WK2 Start Date 9/06/2025	Ē		
WK2 End Date 13/06/2025	Ē	WK2 Type of Change Working hours adjusted	•		
WK2 New working hours (if applicable) 15		WK2 Any further detail			
WK3 Start Date	曲	WK3 End Date	Ē		
WK3 Type of Change	•	WK3 New working hours (if applicable)			
WK3 Anv further detail		WK4 Start Date	i i i i i i i i i i i i i i i i i i i		

#### How to End an Open Sickness Absence

1. From the home page, click on the **My Team** tab and **Show More**. Scroll down to the **Absences** heading and click on **Existing Absences**.



2. Select the relevant employee from the list or search by name, person number or assignment number using the search bar.

of EDINBURG	SITY H					<u>۵</u> 4		
< Existing Absences								
Q Search by name, person number, or assignment number								
Reports Direct reports X	Assignment Status Manager Typ	e Show primary ass	ignment only Worker Type	Filters Clear (1)				
Name	Personal Job Title	Person Number	Assignment Number	Assignment Status	Worker Type	Sort By Relevance 🗸 🔟		
Hume	Domestic Team Leader	r ei son number	Assignment number	Active - Payroll Eligible	Employee	Ded.ac.uk-DNU12		
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU16		
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU15		
	Domestic Team Supervisor	-		Active - Payroll Eligible	Employee	Ded.ac.uk-DNU17		
	Domestic Assistant		- 14	Active - Payroll Eligible	Employee	Dexseed.ed.ac.uk-DNU18		
	Domestic Assistant			Active - Payroll Eligible	Employee	exseed.ed.ac.uk-DNU6		
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU11		
	Domestic Assistant			Active - Payroll Eligible	Employee	@exseed.ed.ac.uk-DNU12		

3. Find the Open Ended absence you would like to end and click on the **pencil icon** next to it.

< BB Existing Absences Bertie Beetroot			
Search by type			Q
Date 26/11/2024 X Status Clear (1)			
Graphic Designer	7 Hours		
Partner Birth	<b>28/10/2025 - 3/11/2025</b> 7 Calendar Days	Scheduled	P
Other Paid Leave Graphic Designer	<b>15/10/2025 - 16/10/2025</b> 14 Hours	Withdrawn	
Annual Leave Graphic Designer	11/06/2025 - 11/06/2025 7 Hours	Withdrawn	
Sickness	4/06/2025 - Open Ended 0 Calendar Days	Scheduled	I
Emergency Time off for Dependants Graphic Designer	29/05/2025 - 29/05/2025 7 Hours	Scheduled	ı
Emergency Time off for Dependants Graphic Designer	28/05/2025 - 28/05/2025 7 Hours	Withdrawn	
Annual Lanua	14 /05 /2025 14 /05 /2025		<i>b</i>

4. Click on the **Open ended toggle**. This will enable the **End Date** field.

BB Edit Absence			Cancel	Withdraw	Submi
Bertie Beetroot					
Absence Type Sickness					
Dates					
Start Date 4/06/2025	t	Start Date Duration Full day			
Open ended					
Estimated End Data	r#1				
Estimated End Date					
Details					

5. Click on the calendar icon in the **End Date** field and select the absence end date. Then click the **Submit** button at the top of the page.

2025 5 6 1 12 13 1	> s 7 14	
т ғ 5 б 1 12 13 1	s 7 14	
1 12 13 1	14	
8 19 20 2	21	Start Date Duration Full day
5 26 27 2	28	
	Ē	
	5 26 27	5 26 27 28 iiii

You will be taken back to the Existing Absences page. The status of the absence may change to **Awaiting approval**, however, as you are editing the absence on behalf of the employee it will automatically approve itself. This may take a few minutes.

## Version History

Version	Date	Description	Approved By
1.1	N/A	Draft	
2.0	09 June 2025	Updated to new format.	ME
		Content and screenshots updated to reflect new	
		Redwood screens.	
		Sickness Absence guidance for SDAs has been split	
		out in to separate document (PM3767).	

## **Reviewers & Approvers**

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.