



System User Guide

School/Department Administrator Guide to Sickness Absence

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

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Introduction

This guide covers key tasks for School/Department Administrators in the 'Sickness Absence' system process. It is related to the Process User Guide for Sickness Absence which is linked below.

[Guide to Sickness Absence](#)

The Process User Guide provides supporting guidance on all aspects of the sickness absence process.

Before You Start

- 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 [Leave and Absence Policies](#) webpage.
- Periods of absence are subject to monitoring in line with the HR policy.
- 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 amend a sickness absence follow the guidance within in the section below '[How to End an Open Sickness Absence](#)'.

Reports

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 '[How to view Absence Reports](#)'.

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.

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 an Employee

1. From the home page click on **My Client Groups** and **Show More**.
2. Click on **Absence Records**.
3. Search for appropriate employee and click on their name to select
4. Under **Existing Absences**, click on the **+Add** button.
5. Select **Sickness** from the **Absence type** drop down list.
6. Enter the **Start Date**, **Start Date Duration**, **End Date** and **End Date Duration** where 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. The date of an informal back to work discussion can be captured here.
9. Click on **Add Attachment** to upload any relevant documents if applicable.
10. Please disregard the **Legislative Information** and **Descriptive Information** fields at the bottom the page – you do not need to complete these.
11. Click on the **Submit** button.

How to Add a Self Certificate/Return to Work Form for an Employee

1. From the home page Click on **My Client Groups** and **Show More**.
2. Under the **Employee** section, click on **Document Records**.
3. Search for the employee and click on their name to select.
4. Click on the **+Add** button.
5. Select **Self Certificate (RTW Form)** from the **Document Type** drop-down list.
6. Enter the **Name**. This should be unique to the employee e.g. their name and the date.
7. 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).
8. Record the **From Date** and **To Date** that the form covers the employee for.
9. 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.

10. Click on the **Submit** button.

How to Add a Fit Note for an Employee

1. From the home page click on **My Client Groups** and then **Show More**.
2. Under the **Employee** section select **Document Records**.
3. Search for the employee and click on their name to select.
4. Click on the **+Add** button.
5. Select **Fit Note (Medical Certificate)** from the **Document Type** drop-down list.
6. Enter the **Name**. This should be unique to the employee e.g. their name and the date.
7. Enter the date it was **Issued On**.
8. Record the **From Date** and **To Date** that the form covers the employee for.
9. 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.

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

How to Log a Phased Return for an Employee

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 **My Client Groups** tab, **Show More** and select the **Absence Records** tile.
2. Search for appropriate employee and click on their name to select.
3. Under **Existing Absences**, click on the **+Add** button.
4. Select **Phased Return** from the **Absence Type** drop-down menu.
5. Enter the **Start Date**, **Start Date Duration** (Full Day/Half Day), **End Date** and **End Date Duration** (Full Day/Half Day).
6. Add any relevant **Comments** if applicable.
7. Click on **Add Attachment** to upload any relevant documents.
8. Against the **Descriptive 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.
9. Select the **WK1 Type of Change** option from the drop-down list as applicable.

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

How to End an Open Sickness Absence

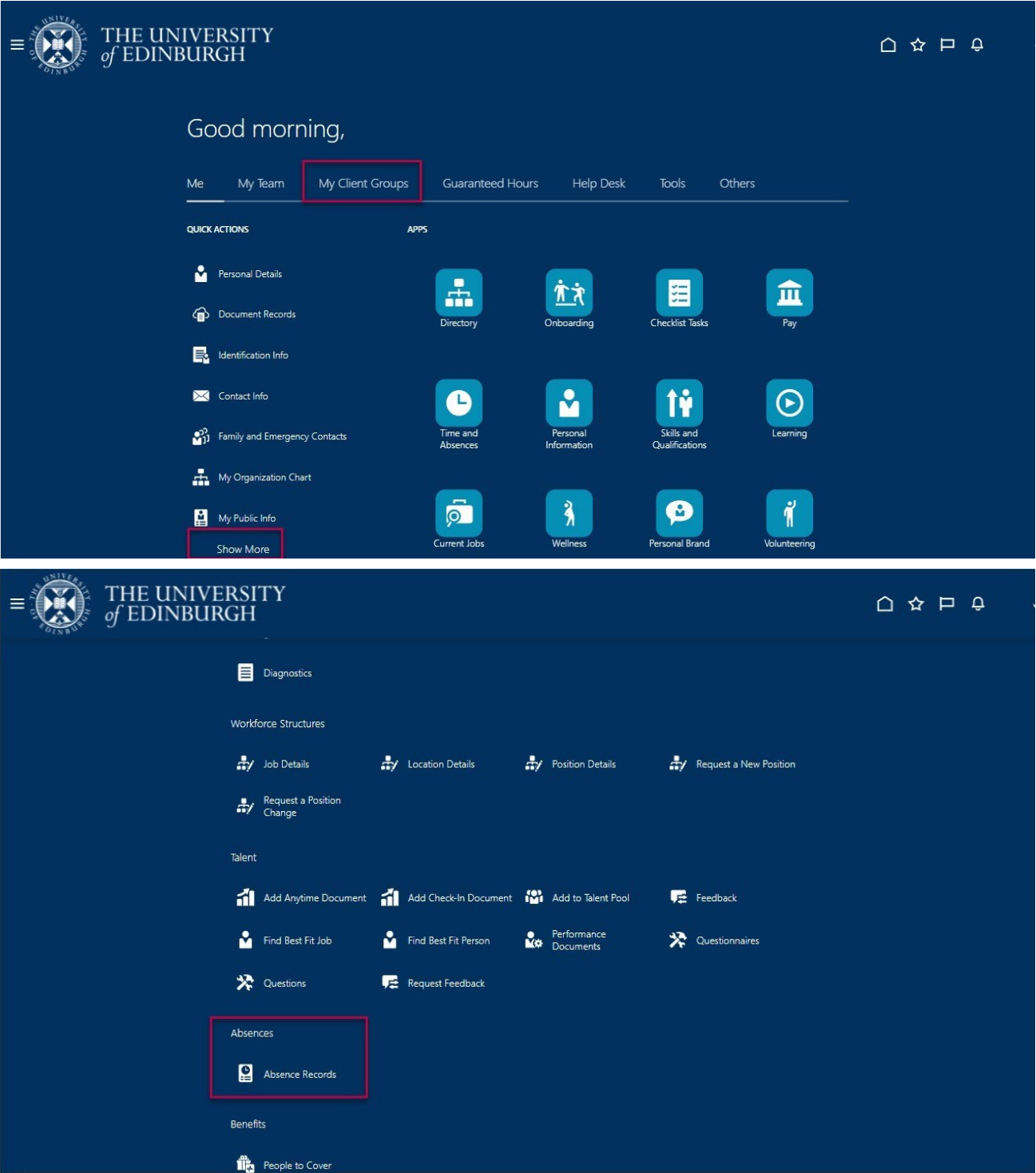
1. From the home page click on **My Client Groups, Show More** and select the **Absence Records** tile.
2. Search for appropriate employee and click on their name to select.
3. Click on the open sickness absence.
4. Untick the **Open ended** checkbox to remove the tick.
5. Enter the absence **End Date**.
6. Click on the **Submit** button.

In Detail


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

How to Log a Sickness Absence for an Employee






- 1. From the home page Click on **My Client Groups** tab, **Show More** and select the **Absence Records** tile.



2. Search for the employee and select their name to continue.



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< Absence Records

Search for a Person

Advanced Search:


Name

Personal Job Title


Work Email

Person Number

RECENT ITEMS




 Academic Policy Officer



 @exseed.ed.ac.uk-DNU18

Search Person

3. Under **Existing Absences**, click on the **+Add** button.

< 

Manage Absences and Entitlements ②

⌵ Absences

Most Recent or Current Absence

Type Annual Leave

Assignment Academic Policy Officer

Dates 25/04/2025 - 27/04/2025

Status Completed

Duration 7 Hours

Next Scheduled Absence

Type Annual Leave

Assignment Academic Policy Officer

Dates 18/08/2025 - 19/08/2025

Status Scheduled

Duration 14 Hours

▶ Pending Actions

⌵ Existing Absences ②

View

+ Add

 Recalculate

⌵
















Time Period Last 6 months

Type

Status

⚙ Export

📄 Detach

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
31/12/2025	University of Edinburgh	Annual Leave	Academic Po...	7 Hours	 Scheduled		
30/12/2025	University of Edinburgh	Annual Leave	Academic Po...	7 Hours	 Scheduled		
29/12/2025	University of Edinburgh	Annual Leave	Academic Po...	7 Hours	 Scheduled		
26/12/2025	University of Edinburgh	Annual Leave	Academic Po...	7 Hours	 Scheduled		
25/12/2025	University of Edinburgh	Annual Leave	Academic Po...	7 Hours	 Scheduled		

⌵

⌵ Plan Participation ②

⌵ Plan Balances

View

⌵

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4. Select **Sickness** from the **Absence type** drop down list.

The screenshot shows the top navigation bar of the University of Edinburgh Absence Administration system. Below the header, the 'Absence Type' dropdown menu is open, displaying a list of options: Phased Return, Shared Parental Adoption, Shared Parental Birth, Sickness, Special Paid Leave, Surrogacy and Adoption, Unauthorised Leave, Unpaid Leave, and Unpaid Parental Leave. The 'Sickness' option is highlighted with a red box. The background interface includes a back arrow, the title 'Absence Administration', and buttons for 'Save', 'Submit', and 'Cancel'.

5. Enter the **Start Date** for the absence and select whether the absence is for a full day or half day from the **Start Date Duration** drop down menu.

This screenshot shows the 'Absence Administration' form with 'Sickness' selected as the absence type. The 'Basic Mode' section contains several input fields. The 'Start Date' field, which includes a calendar icon, is highlighted with a red box. Next to it is the 'Start Date Duration' dropdown menu, also highlighted with a red box. Other visible fields include 'End Date', 'End Date Duration', 'Duration' (set to 0 Calendar Days), and 'Condition Start Date'. Below the basic mode section, there are tabs for 'Details', 'Linked Absences', 'Plan Use', and 'Action Items'. The 'Details' tab is active, showing a 'Reason' dropdown, a 'Comments' text area, and an 'Add Attachment' button. At the bottom, there is a 'Legislative Information' section with a 'Consumed SSP Weeks' field set to 0.

6. 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 amend a period of sickness absence please refer to the [How to End an Open Sickness Absence](#) section of this guide. Extensions or Amendments must not be added on as an additional

absence.

The screenshot shows the 'Absence Administration' interface for The University of Edinburgh. The 'Absence Type' is set to 'Sickness'. In the 'Basic Mode' section, the 'Open ended leave' checkbox is highlighted with a red box. Below it, the 'End Date' field is also highlighted with a red box. The 'Duration' is set to '0 Calendar Days'. The 'Details' section is visible below, showing a 'Reason' dropdown menu and a 'Comments' text area. The 'Legislative Information' section at the bottom shows 'Consumed SSP Weeks' as 0.

7. Select a relevant **Reason** for the sick leave from the list of options available in the drop-down menu. This field is mandatory.

This screenshot is identical to the one above, showing the 'Absence Administration' interface. The 'Open ended leave' checkbox and the 'End Date' field are highlighted with red boxes. The 'Reason' dropdown menu is visible in the 'Details' section, and the 'Consumed SSP Weeks' is 0.

8. Add any relevant **Comments** if applicable. The date of an informal back to work discussion can be captured here.

The screenshot shows the 'Absence Administration' interface for 'Sickness' leave. The 'Basic Mode' section includes fields for 'Start Date', 'End Date', 'Duration' (0 Calendar Days), 'Open ended leave', 'Start Date Duration', 'End Date Duration', and 'Condition Start Date'. The 'Details' section has a 'Reason' dropdown and a 'Comments' text area, which is highlighted with a red border. Below the comments is an 'Add Attachment' button with a plus icon. At the bottom, there is a 'Legislative Information' section with a 'Consumed SSP Weeks' field set to 0.

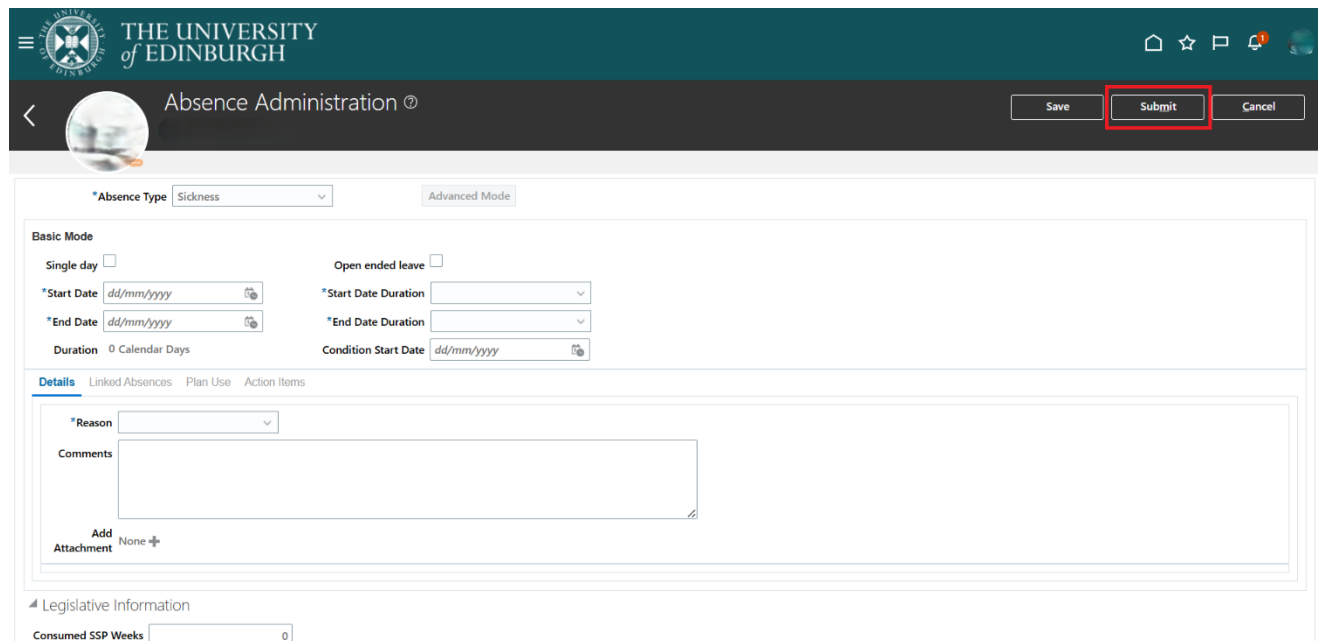
9. Click on **Add Attachment** to upload any relevant documents if applicable.

This screenshot is identical to the previous one, showing the 'Absence Administration' interface. In this step, the 'Add Attachment' button, located below the 'Comments' field, is highlighted with a red border. The rest of the form, including the 'Basic Mode' and 'Details' sections, remains the same.

10. Please disregard the **Legislative Information** and **Descriptive Information** fields at the bottom the page – you do not need to complete these.

11. Click on the **Submit** button to complete the absence.

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



12. A notification will appear confirming the request has been submitted. Click **OK** to continue.

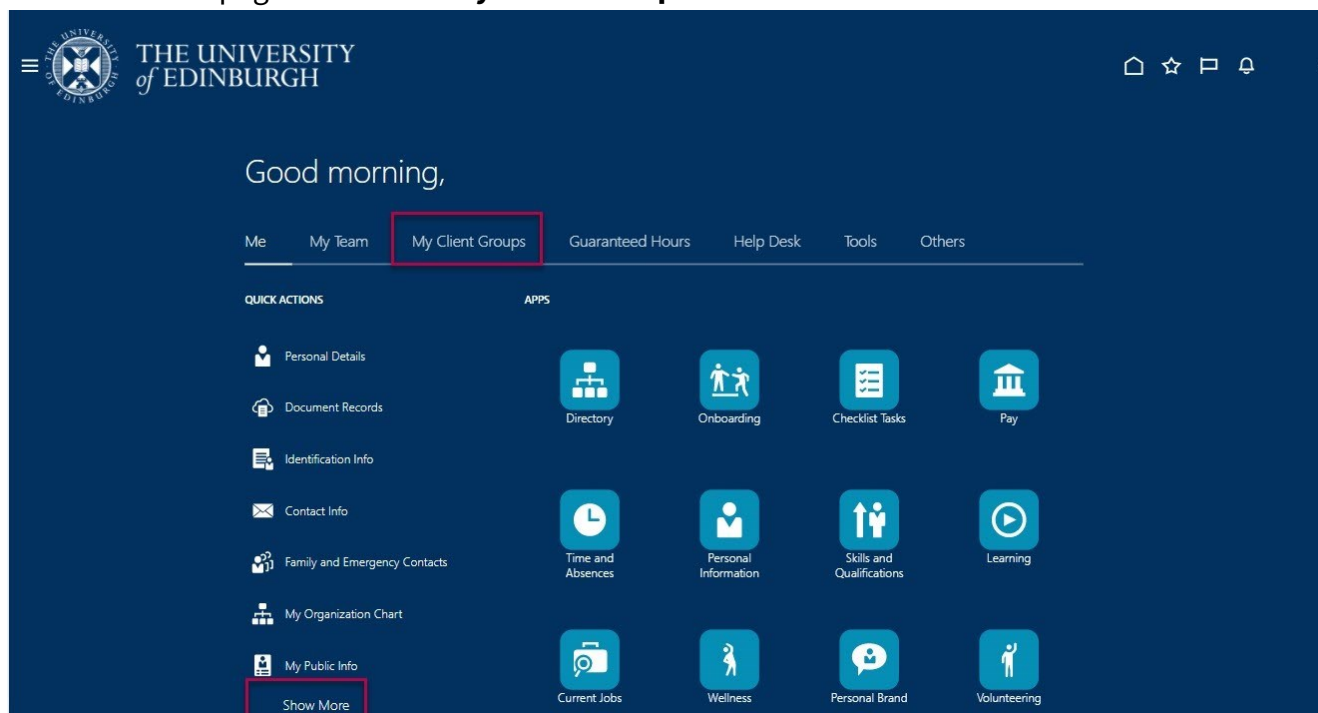
13. Following the recording of a sickness absence, the employee's Line Manager will receive a notification with a checklist of actions to carry out. This will be accessible through the **Notification Bell** on the home screen. Actions will include:

- 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

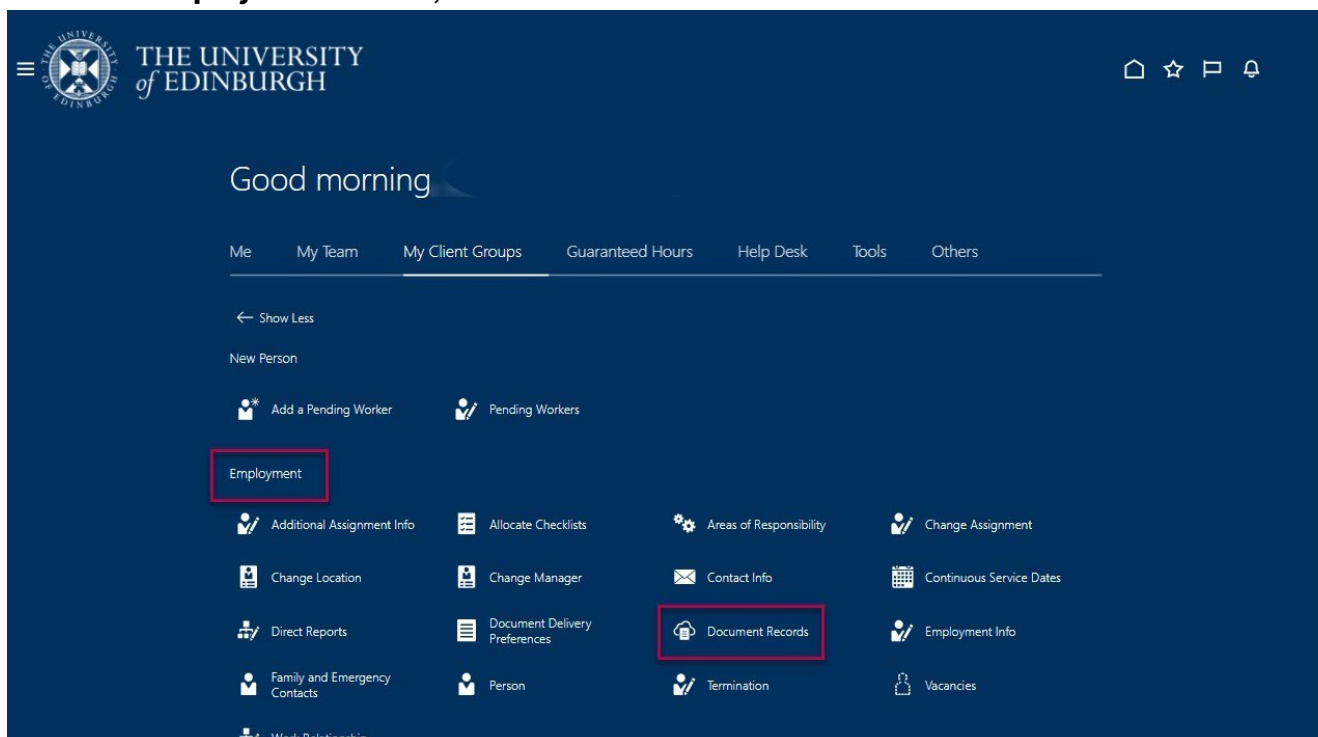
14. Where a sickness absence continues for less than 7 days but more than 4, an employee must supply a Self Certification for the absence, in line with the rules around Self Certification. For further details on this, please see the section, '[How to Add a Self Certificate/Return to Work Form for an Employee](#)'. 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 an Employee](#)' for further details on how to do this.

How to Add a Self Certificate/Return to Work Form for an Employee

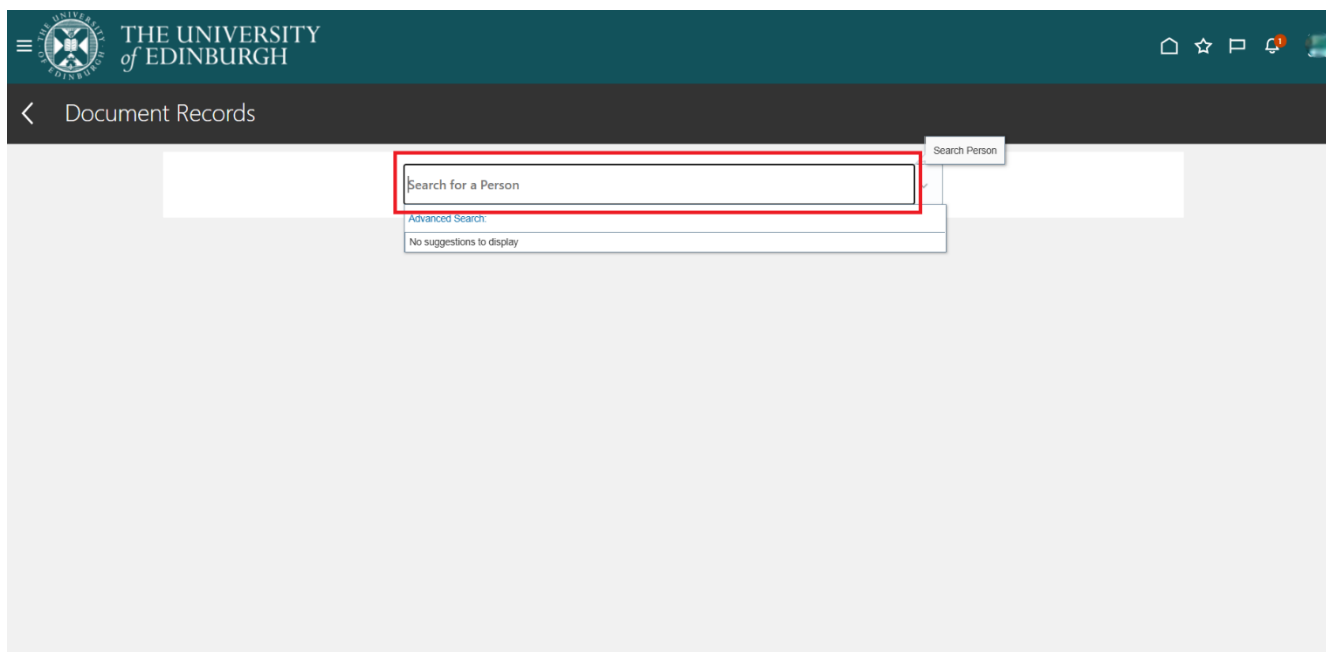
1. From the home page click on the **My Client Groups** tab and **Show More**.



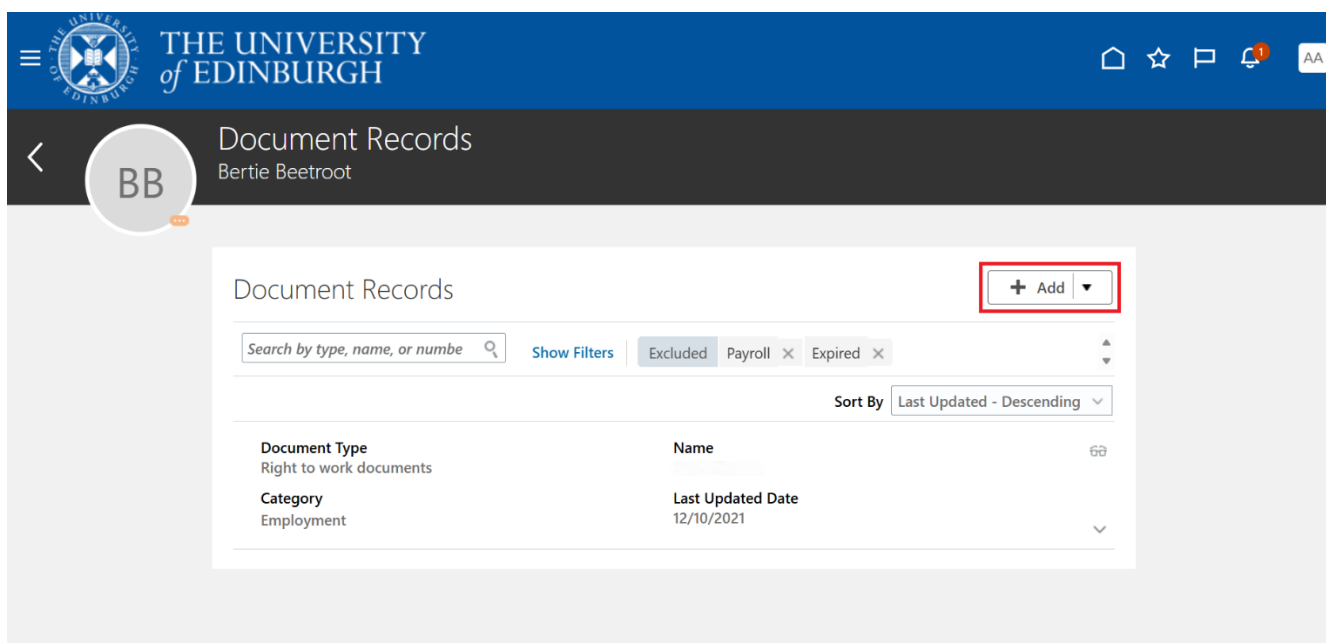
2. Under the **Employment** section, click on **Document Records**.



3. Search and then click on the name of the employee.



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



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

The screenshot shows the 'Add Document' form with the following elements and callouts:

- Callout 4:** Points to the 'Document Type' dropdown menu, which is set to 'Self Certificate (RTW Form)'.
- Callout 5:** Points to the 'Issued On' date field, which contains '10/02/2021'.
- Callout 6:** Points to the 'Issuing Authority' text field.
- Callout 7:** Points to the 'Context Value' dropdown menu.
- Callout 8:** Points to the 'Attachments' box, which contains a dashed border and a cloud icon with the text 'Drag files here or click to add attachment'.
- Callout 9:** Points to the 'Submit' button in the top right corner.

The form also includes a 'Name' field with 'Diane Rogers 10/02/2021', a 'Number' field with '1234', and 'From Date' and 'To Date' fields both set to '08/02/2021'.

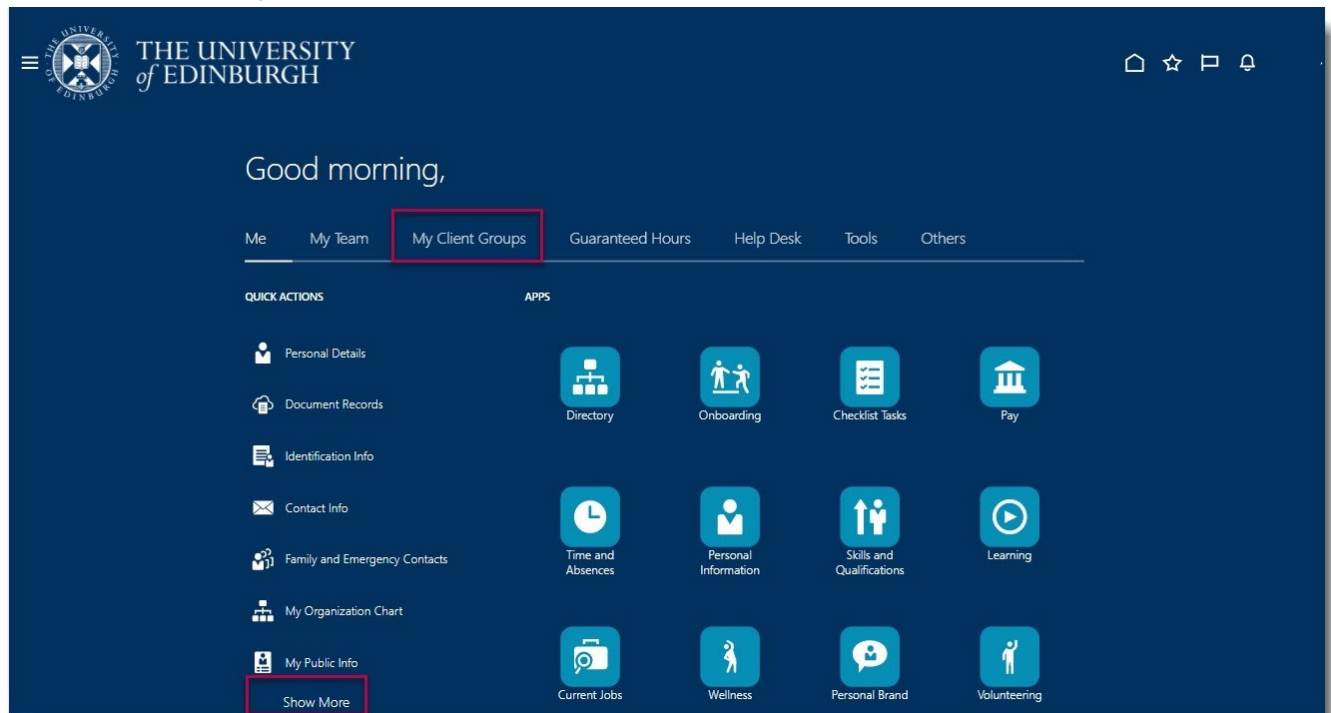
6. Enter the **Name**. This should be unique to the employee e.g. their name and the date.
7. Enter the **Number** to be allocated to the document (a sequential number – 1 if it's the first document to be uploaded, 2 for the second etc).
8. Record the **From Date** and **To Date** that the form covers the employee for.
9. 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.

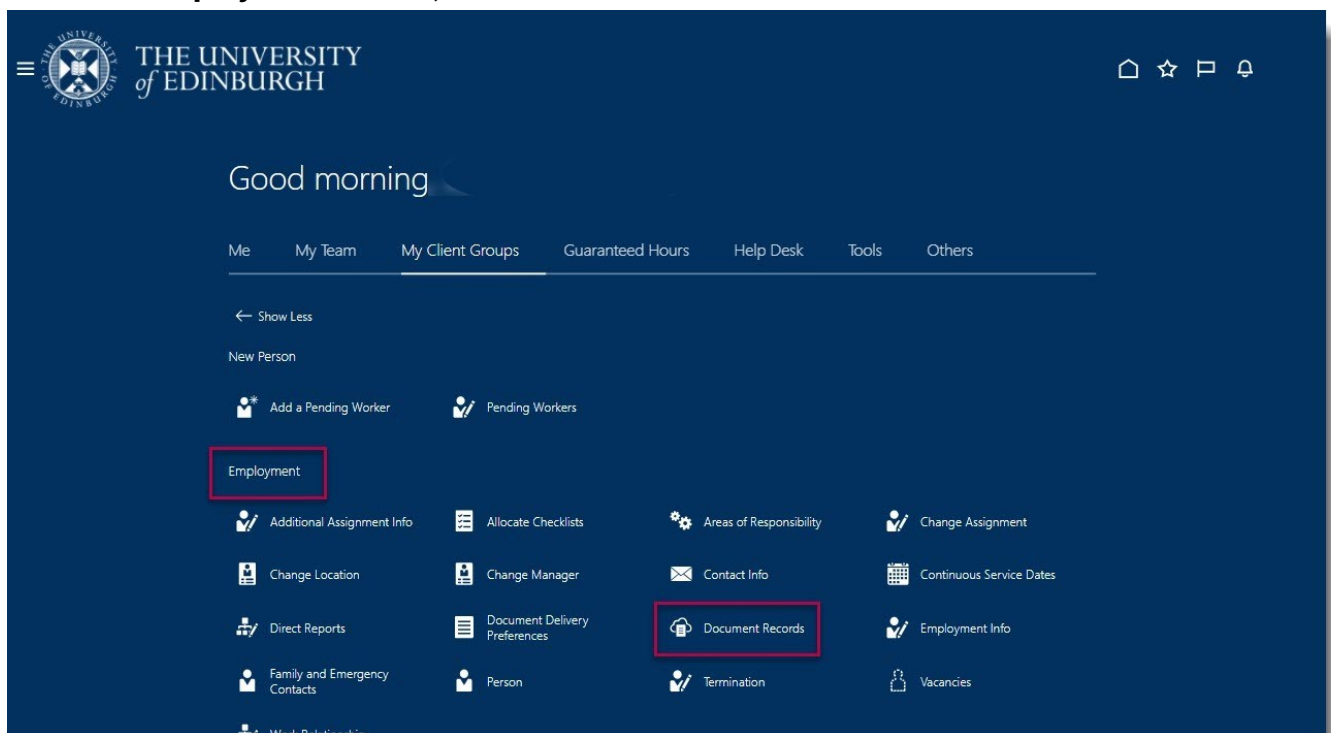
10. Click on the **Submit** button.

How to Add a Fit Note for an Employee

1. From the home page click on the **My Client Groups** tab and **Show More**.



2. Under the **Employment** section, click on **Document Records**.



3. Search and then click on the name of the employee.

The screenshot shows the top navigation bar of The University of Edinburgh website. Below the navigation bar, the page title is "Document Records". A search box labeled "Search for a Person" is highlighted with a red rectangle. To the right of the search box is a "Search Person" button. Below the search box, there is a dropdown menu with the text "Advanced Search" and "No suggestions to display".

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

The screenshot shows the "Document Records" page for Bertie Beetroot. The page header includes the University of Edinburgh logo and the name "Bertie Beetroot". The main content area is titled "Document Records" and features a search bar, a "Show Filters" button, and a "Sort By" dropdown menu. The "+ Add" button is highlighted with a red rectangle. Below the search bar, there is a table with the following data:

Document Type	Name
Right to work documents	
Category	Last Updated Date
Employment	12/10/2021

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

The screenshot shows the 'Add Document' form with the following fields and callouts:

- 4**: Points to the ***Document Type** dropdown menu, which is set to 'Fit Note (Medical Certificate)'.
- 5**: Points to the ***Name** text field, which contains 'Lorraine Welch 05/11/2021'.
- 6**: Points to the **Issued On** date field, which contains '04/11/2021'.
- 7**: Points to the **From Date** date field, which contains '28/10/2021'.
- 8**: Points to the **Attachments** box, which has a dashed border and a green upload icon.
- 9**: Points to the **Submit** button at the top right of the form.

Other visible fields include **Category** (Absence), **Country** (All Countries), **Description** (Fit Note (Medical Certificate)), **Context Value** (dropdown), and ***To Date** (05/11/2021).

6. Enter the **Name**. This should be unique to the employee e.g. their name and the date.
7. Enter the date it was **Issued On**.
8. Record the **From Date** and **To Date** that the form covers the employee for.
9. 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.

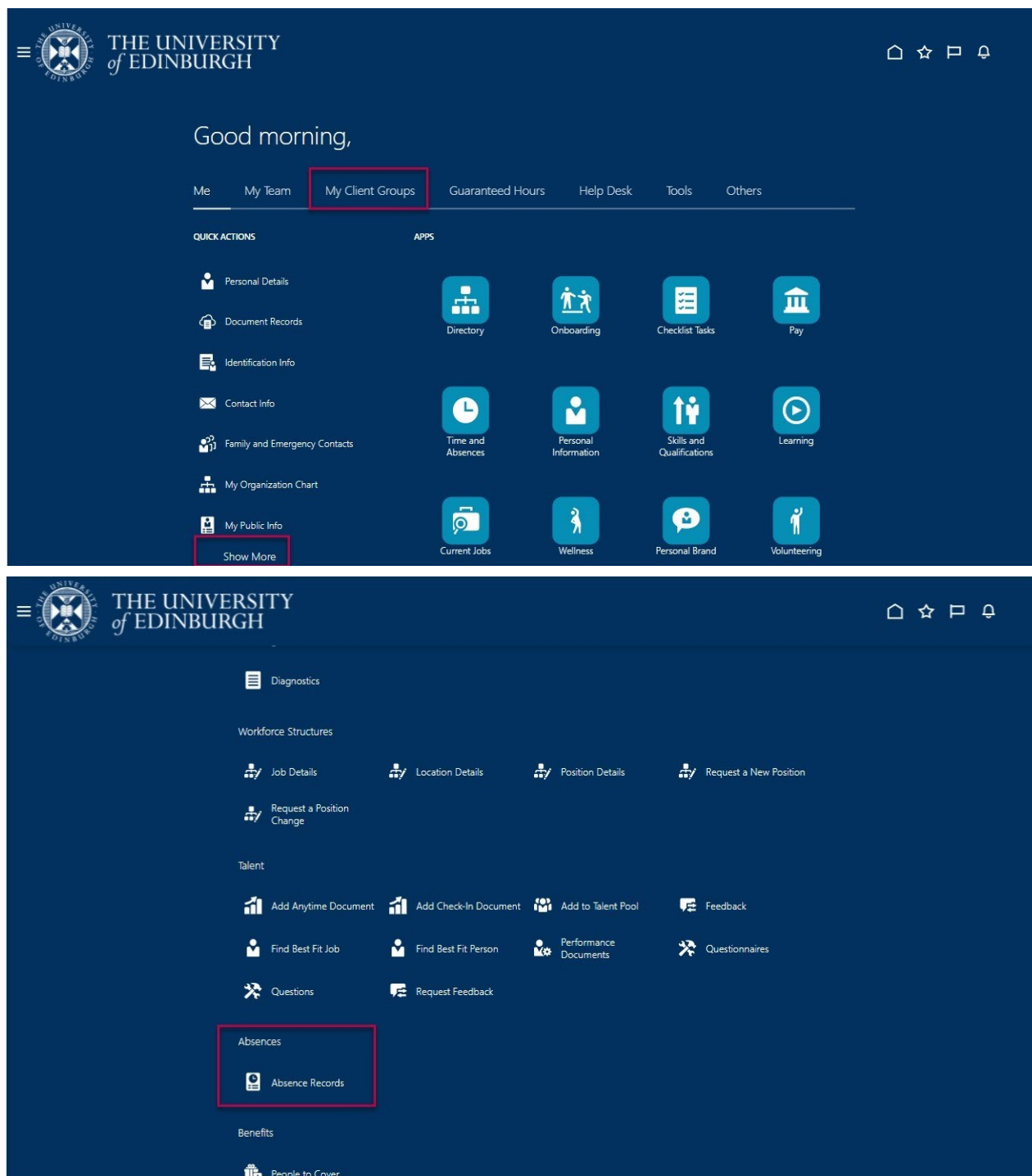
10. Click on the **Submit** button at the top of the page.
11. Return the original Fit Note back to the employee.

How to Log a Phased Return for an Employee

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 [SDA Guide to Leave](#).

Note: An employee's pay will not be affected by the Phased Return absence type.

1. From the home page Click on **My Client Groups** tab, **Show More** and select the **Absence Records** tile.



2. Search for appropriate employee and click on their name to select.

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Absence Records

Search for a Person

Advanced Search:

Name	Personal Job Title	Work Email	Person Number
Academic Policy Officer		@exseed.ed.ac.uk-DNU18	

3. Under **Existing Absences**, click on the **+Add** button.

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Manage Absences and Entitlements

Absences

Most Recent or Current Absence

Type: Sickness

Assignment

Dates: 24/10/2021 - Open ended

Status: In progress

Duration: Open ended

Pending Actions

Existing Absences

View **+Add** Recalculate Time Period: Last 6 months Type: Status: Detach

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Act
31/12/2021	University of Edinburgh	Leave		7 Hours	Withdrawn	✓	
30/12/2021	University of Edinburgh	Leave		7 Hours	Scheduled	✓	
28/12/2021	University of Edinburgh	Leave		7 Hours	Scheduled	✓	
24/10/2021 - End date not de...	University of Edinburgh	Sickness		0 Calendar Days	In progress	✓	

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


The screenshot shows the 'Absence Administration' page of the University of Edinburgh. The 'Absence Type' dropdown menu is open, and 'Phased Return' is highlighted. The menu options include: Other Paid Leave, Other Sickness, Parental Bereavement, Partner Adoption, Partner Birth, Phased Return, Shared Parental Adoption, Shared Parental Birth, and Sickness. The 'Save', 'Submit', and 'Cancel' buttons are visible at the top right.

5. Enter the **Start Date**, **Start Date Duration** (Full Day/Half Day), **End Date** and **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 [absence policy](#) for further information.

The screenshot shows the 'Absence Administration' page with 'Phased Return' selected. The 'Basic Mode' section is expanded, showing the 'Single day' checkbox and the 'Start Date', 'Start Date Duration', 'End Date', and 'End Date Duration' fields. The 'Start Date' and 'End Date' fields are highlighted with a red box. The 'Duration' is set to '0 Calendar Days'. The 'Details' tab is selected, showing a 'Comments' field and an 'Add Attachment' button. The 'Legislative Information' and 'Descriptive Information' sections are also visible.

6. Add any relevant **Comments** if applicable.

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Absence Administration

Save Submit Cancel

*Absence Type: Phased Return Advanced Mode

Assignment: Academic Policy Officer

Basic Mode

Single day ☐

*Start Date: dd/mm/yyyy *Start Date Duration:

*End Date: dd/mm/yyyy *End Date Duration:

Duration: 0 Calendar Days

Details Plan Use Action Items


Comments

Add Attachment None

Legislative Information

Descriptive Information

7. Click on **Add Attachment** to upload any relevant documents.

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Absence Administration

Save Submit Cancel

*Absence Type: Phased Return Advanced Mode

Assignment: Academic Policy Officer

Basic Mode

Single day ☐

*Start Date: dd/mm/yyyy *Start Date Duration:

*End Date: dd/mm/yyyy *End Date Duration:

Duration: 0 Calendar Days

Details Plan Use Action Items



Comments

Add Attachment None

Legislative Information

Descriptive Information

8. Against the **Descriptive 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.

  Absence Administration ⓘ

Save Submit Cancel

Descriptive Information

WK1 Start Date

WK1 End Date

WK1 Type of Change

WK1 New working hours (if applicable)

WK1 Any further detail

WK2 Start Date

WK2 End Date

WK2 Type of Change

WK2 New working hours (if applicable)

WK2 Any further detail

WK3 Start Date

WK3 End Date

WK3 Type of Change

WK3 New working hours (if applicable)



WK3 Any further detail

WK4 Start Date

WK4 End Date

WK4 Type of Change

9. 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**.

  Absence Administration ⓘ

Save Submit Cancel

Descriptive Information

WK1 Start Date

WK1 End Date

WK1 Type of Change

WK1 New working hours (if applicable)

WK1 Any further detail

WK2 Start Date

WK2 End Date

WK2 Type of Change

WK2 New working hours (if applicable)

WK2 Any further detail

WK3 Start Date

WK3 End Date

WK3 Type of Change

WK3 New working hours (if applicable)

WK3 Any further detail

WK4 Start Date

WK4 End Date

WK4 Type of Change

10. 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.

The screenshot shows the 'Absence Administration' form. At the top, there is a header bar with a back arrow, a profile icon, the title 'Absence Administration', and three buttons: 'Save', 'Submit', and 'Cancel'. Below the header is the 'Descriptive Information' section. It contains fields for 'WK1 Start Date', 'WK1 End Date', and 'WK1 Type of Change'. The 'WK1 New working hours (if applicable)' field is highlighted with a red box. Below it is the 'WK1 Any further detail' field. The form also includes sections for 'WK2', 'WK3', and 'WK4', each with similar date and type of change fields.

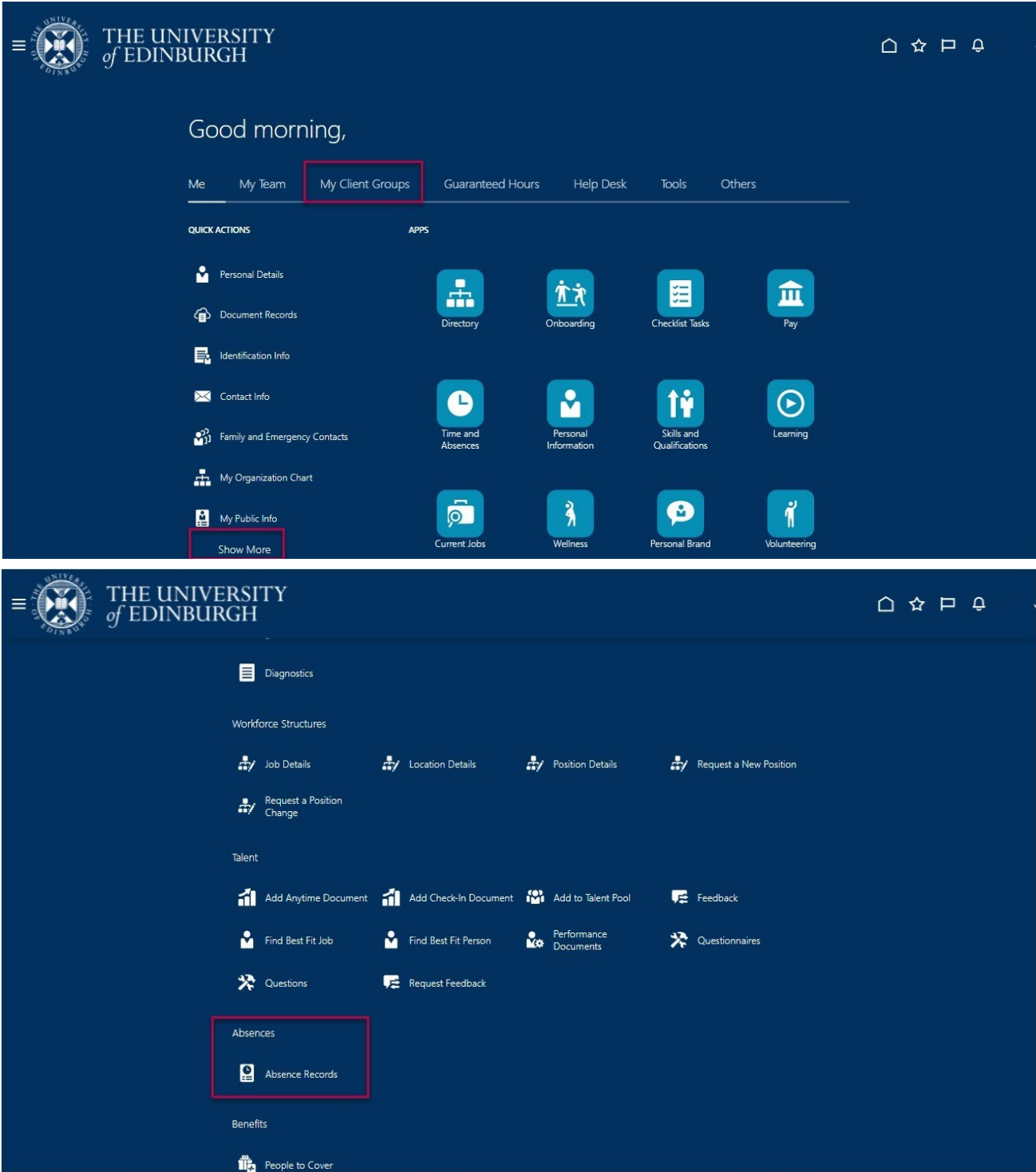
11. Repeat steps 8 – 10 for up to an additional 5 weeks as applicable, in the respective fields.
12. Click on the **Submit** button at the top of the page to complete.

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


This screenshot is identical to the one above, showing the 'Absence Administration' form. However, in this version, the 'Submit' button in the top right corner is highlighted with a red box, indicating the final step to complete the process.

How to End an Open Sickness Absence

- 1. From the home page Click on **My Client Groups** tab, **Show More** and select the **Absence Records** tile.



2. Search for the employee and select their name to continue.

 THE UNIVERSITY of EDINBURGH


Home Star List Notification

< Absence Records


Search for a Person

Search Person

Advanced Search:

Name	Personal Job Title	Work Email	Person Number
RECENT ITEMS			
	Academic Policy Officer	ap@exseed.ed.ac.uk	DNU18

3. Click on the open sickness absence dates (blue text) to open the absence.

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Home Star List Notification

< Manage Absences and Entitlements ⓘ

⌵ Absences

Most Recent or Current Absence

Type: Sickness

Assignment

Dates: 30/05/2025 - Open ended

Status: In progress

Duration: Open ended

Next Scheduled Absence

Type: Annual Leave

Assignment: Academic Policy Officer

Dates: 18/08/2025 - 19/08/2025
















Status: Scheduled

Duration: 14 Hours

▶ Pending Actions

⌵ Existing Absences ⓘ

View ▾ Add Recalculate ▾ Time Period: Last 6 months ▾ Type: ▾ Status: ▾ Export Detach

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
27/08/2025 - 3/09/2025	University of Edinburgh	Annual Leave	Academic Po...	42 Hours	 Scheduled		
18/08/2025 - 19/08/2025	University of Edinburgh	Annual Leave	Academic Po...	14 Hours	 Scheduled		
30/05/2025 - End date not determined	University of Edinburgh	Sickness		0 Calendar Days	 In progress		
25/04/2025 - 27/04/2025	University of Edinburgh	Annual Leave	Academic Po...	7 Hours	 Completed		
21/04/2025	University of Edinburgh	Annual Leave	Academic Po...	7 Hours	 Completed		

4. Untick the **Open ended** checkbox to remove the tick and enter the absence **End Date**.

The screenshot shows the 'Absence Administration' form for 'Sickness'. The 'Basic Mode' section has the 'Open ended leave' checkbox checked and the 'End Date' set to 30/05/2025. The 'Details' section shows the reason as 'Throat/Cold/Cough/URTI/I'. The 'Save' button is at the top right.

5. Click on the **Submit** button at the top of the page to complete the absence.

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

The screenshot shows the same 'Absence Administration' form, but the 'Open ended leave' checkbox is now unchecked. The 'Submit' button at the top right is highlighted with a red box.

Version History

Version	Date	Description	Approved By
1.1	N/A	Draft	
2.0	09 June 2025	Updated guide to new format and separated from Line Manager guide to sickness absence.	ME

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.