



## People and Money system

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### Line Manager/Senior Manager/School Department Administrator – How to view Absence Reports

Line Manager/Senior Manager/School Department Administrator

Estimated time to complete: 12 minutes

Before you start, make sure you know...

1. How to [log in and log out](#)
2. How to [navigate People and Money](#)

The information in this guide details how line managers, senior managers and School/Department Administrators (SDAs) can access the Absence Reports dashboard app on People and Money to view reports relating to:

- Annual Leave
- Sickness Absence
- Family Friendly Leave
- Other Paid Leave
- Special Paid Leave
- Unpaid Leave

Three sickness absence review reports are also included:

- Absence Review – 10 or More Days
- Absence Review – 3 or More Periods
- Absence Review - Open Absences

Absence review reports are also sent via email to Line Managers for their direct reports. They will receive this as an attachment in an email, and managers will only receive an email if there is data to report. Line Managers should use these reports along with the [Absence Management policy](#) and seek support from their HR Partner when required.

Appendix 1 shows the absence types that are included in each report.

- **Line Managers** will see data for their direct and indirect reports via My Team
- **Senior Managers** will see data for all employees within their area of responsibility via My Client Groups

- **SDAs** will see data for all employees with an assignment in their area of responsibility via My Client Groups

*Note that the person running the report will not be included in the results.*

Guidance on each of the leave types can be found in the relevant sections of the [People and Money User guides](#)

For more information on related policies please refer to the [HR A-Z of Policies and Guidance](#)

## In Brief...

This is a simple overview of the process for **Line Managers**:

1. Click on '**My Team**' and select the '**Absence Reports**' app

Please note, when opening the 'Absence Reports' app for the first time, another tab may open and appear blank. If this happens, please close the tab and re-select the 'Absence Reports' app.

2. Select the relevant tab to review the information for your direct and indirect reports – Annual leave; Annual Leave Accrual; Sickness Absence; Family Friendly Leave; Other Paid Leave; Special Paid Leave, Unpaid Leave, Open Absences Report, Sickness Absence Review for 10 or More Days, Sickness Absence Review for 3 or More Periods. If you also have SDA access you will be able to view information for all employees in your area of responsibility, except yourself, via My Client Groups.
3. Use the required date fields to select the required time period.
4. Use the optional filters to select the required information.
5. Click **Apply** to view results
6. Export the data if required using the **Export** link

This is simple overview of the process for those with **Senior Manager** role:

1. Click on '**My Client Groups**' and select the '**Absence Reports**' app

Please note, when opening the 'Absence Reports' app for the first time, another tab may open and appear blank. If this happens, please close the tab and re-select the 'Absence Reports' app.

2. Select the correct tab to review the information for all employees in your area of responsibility, except yourself – Annual leave; Annual Leave Accrual; Sickness Absence; Family Friendly Leave; Other Paid Leave; Special Paid Leave, Unpaid Leave, Open Sickness Absences Report, Sickness Absence Review for 10 or More Days, Sickness Absence Review for 3 or More Periods.
3. Use the required date fields to select the required time period.
4. Use the optional filters to select the required information.
5. Click **Apply** to view results

6. Export the data if required using the **Export** link

This is a simple overview of the process for **SDAs**:

1. Click on '**My Client Groups**' and select the '**Absence Reports**' app

Please note, when opening the 'Absence Reports' app for the first time, another tab may open and appear blank. If this happens, please close the tab and re-select the 'Absence Reports' app.

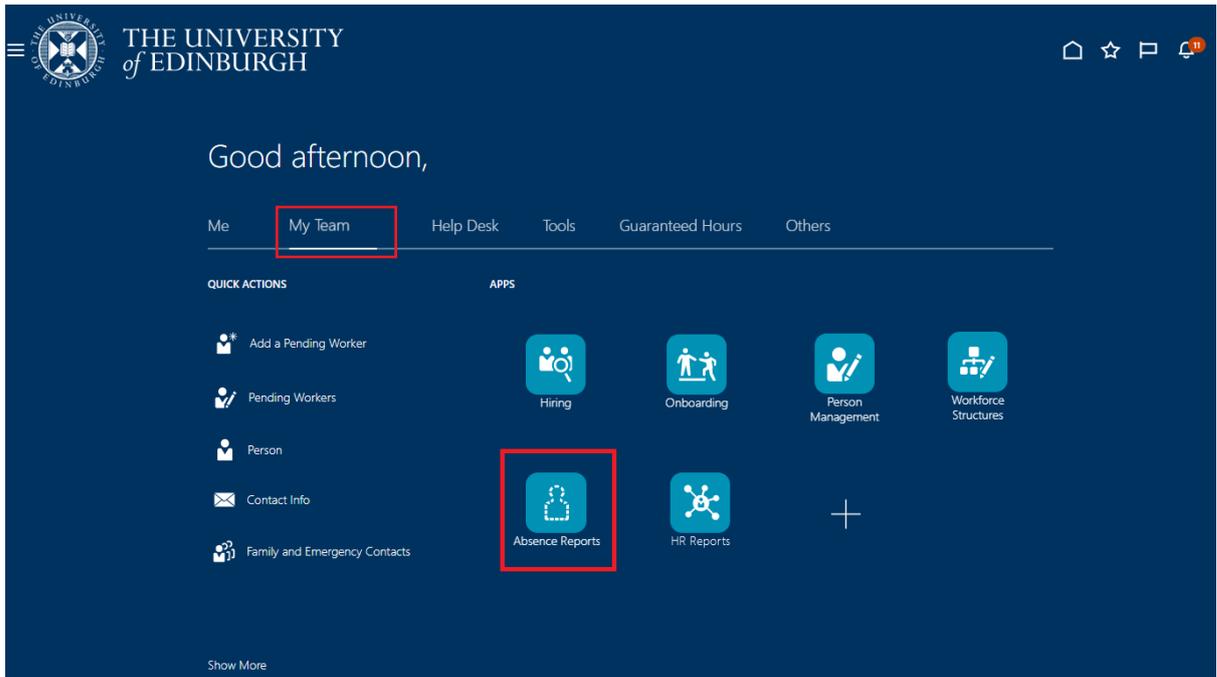
2. Select the correct tab to review the information for all employees in your area of responsibility, except yourself – Annual leave; Annual Leave Accrual; Sickness Absence; Family Friendly Leave; Other Paid Leave; Special Paid Leave, Unpaid Leave, Open Sickness Report, Sickness Absence Review for 10 or More Days, Sickness Absence Review for 3 or More Periods.
3. Use the required date fields to select the required time period.
4. Use the optional filters to select the required information.
5. Click **Apply** to view results
6. Export the data if required using the **Export** link

If there are no results to display, either because you have chosen filters that are too restrictive, or because there is no matching data within your area of responsibility, you will see an onscreen message '*No Results: The specified criteria didn't result in any data. This is often caused by applying filters and/or selection steps that are too restrictive or that contain incorrect values. Please check your analysis filters and selection steps, and try again*'. You may wish to widen your search criteria.

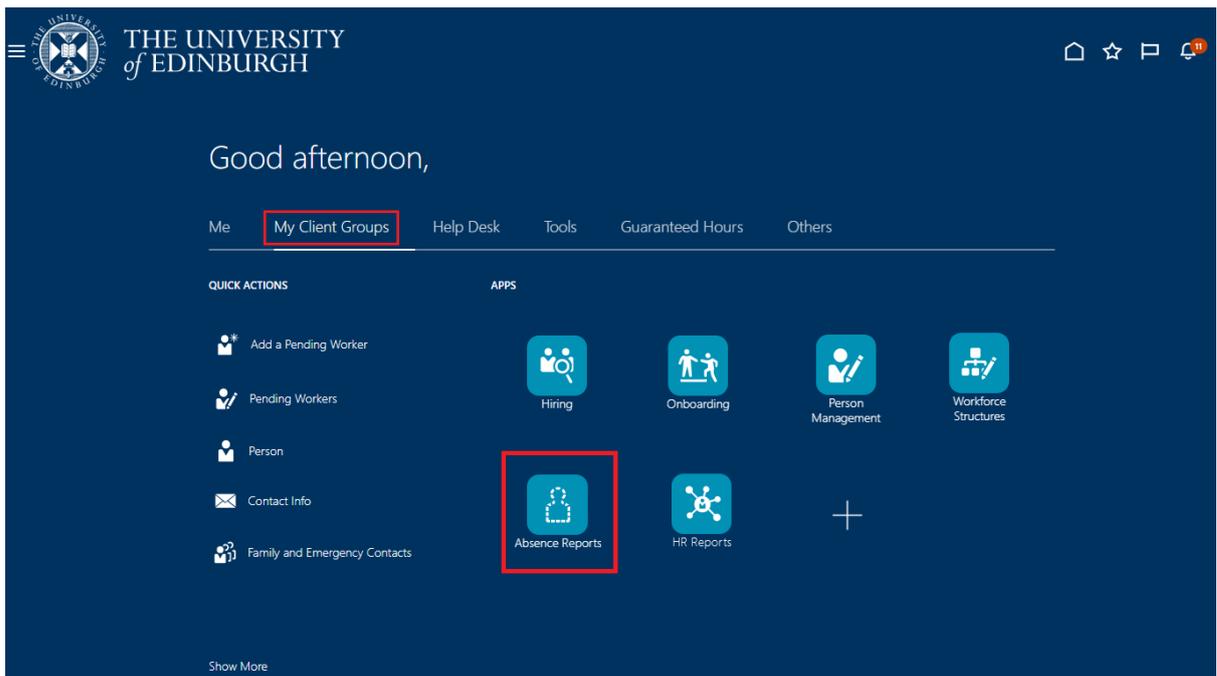
For detailed guidance, see the next section.

## In Detail...

1. From the **Home** page:
  - Click on **My Team** if you are a line manager:



- Click on **My Client Groups** if you are a Senior Manager or SDA:



2. Click the **Absence Reports** tile

Please note, when opening the 'Absence Reports' app for the first time, another tab may open and appear blank. If this happens, please close the tab and re-select the 'Absence Reports' app.

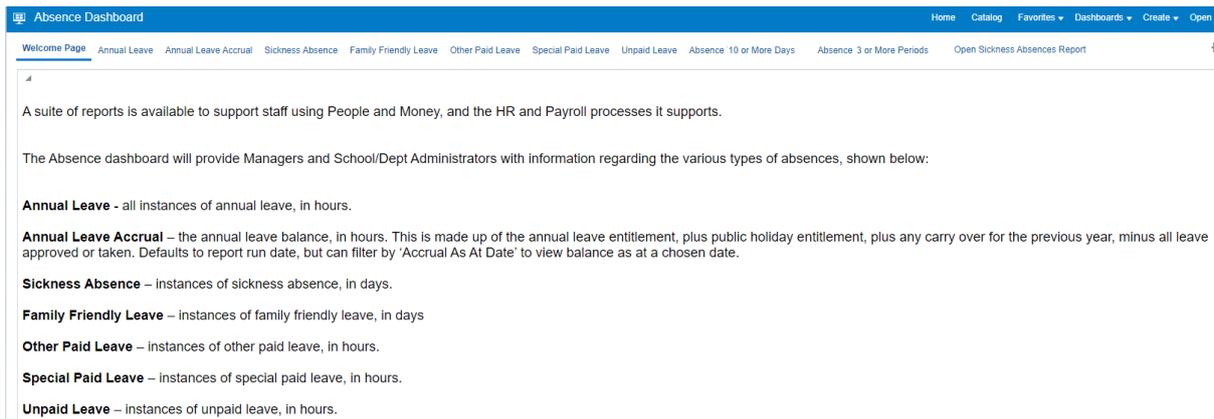
The Absence Reports dashboard returns real time data for the line manager's direct and indirect reports.

If you are a School/Department Administrator or have a Senior Manager role, then you will be able to return data for all employees with an assignment in your Area of Responsibility.

If you are a line manager who is also a School/Department Administrator then you will be able to return data for your direct and indirect reports via My Team, and for your Area of Responsibility via My Client Groups.

*Note: the person running the report will not be included in the results.*

Dashboards are displayed in tab format, with a welcome page containing a short description of the dashboard purpose, and the report names displayed on each tab.



Managers and School/Department Administrators will see the same tabs, with the same column headings, however the data returned will vary according to each user's security access.

3. Select the relevant tab – Annual leave; Annual Leave Accrual; Sickness Absence; Family Friendly Leave; Other Paid Leave; Special Paid Leave Unpaid Leave, Open Sickness Absences Report, Sickness Absence Review for 10 or More Days, Sickness Absence Review for 3 or More Periods



Use the **date fields** to select the required time period. Start and end dates will default to today's date where applicable.

Use the **optional filters** to select the required information.

Note: when moving onto other Reports within the Absence Dashboard, filters should be **Reset** before running another Report.

Click **Apply** to view results.

# Absence Dashboard

Welcome Page **Annual Leave** Annual Leave Accrual Sickness Absence

**A/L Filters**

Calendar Date Between 01/08/2022 - 01/08/2022

Approval Status: Approved

Employee Number: --Select Value--

College/PSG: --Select Value--

School/Planning Unit: --Select Value--

Department: --Select Value--

Sub Dept (MVM ONLY): --Select Value--

Apply Reset

Export the data if required using the **Export** link. See the section on [Exporting](#) for more detail.

For specific information on each of the reports, please see the next section.

## Annual Leave Report

The 'Annual Leave' tab displays the following information.

Absence Dashboard Home Catalog Favorites Dashboards Create Open

Welcome Page **Annual Leave** Annual Leave Accrual Sickness Absence Family Friendly Leave Other Paid Leave Special Paid Leave Unpaid Leave Open Sickness Absences Report Sickness Absence Review for 10 or More Days Sickness Absence Rev

**A/L Filters**

Calendar Date Between 01/06/2022 - 09/08/2022

Approval Status: Approved

Employee Number: --Select Value--

College/PSG: --Select Value--

School/Planning Unit: Business Scho

Department: --Select Value--

Sub Dept (MVM ONLY): --Select Value--

Apply Reset

**Annual Leave Details - Absence Dashboard**

Person Number	Assignment Number	First Name	Preferred Name	Last Name	College / Professional Service Group	School/Planning Unit	Level 3 Department	Level 4 Department	Personal Job Title	Worker Category	Assignment Category	Person Type	Grade
											Open Ended	Employee	
											Open Ended	Employee	
											Open Ended	Employee	
											Open Ended	Employee	
											Open Ended	Employee	

The Annual Leave report has the following filters available:

- Calendar Date between [date1] and [date2]
- Approval Status
- Employee Number
- College/PSG
- School/Planning Unit
- Department
- Sub Dept (MVM only)

In the example above the report has been filtered on Approval Status to show absences with status 'Approved'.

*Note: the report will display December closure dates for employees who have a fixed term contract end date before 31/12/22, if these are present in People and Money.*

## Annual Leave Accrual Report

The 'Annual Leave Accrual' tab displays the annual leave balance to the end of the current leave year, 31<sup>st</sup> December.

Person Number	Assignment Number	First Name	Preferred Name	Last Name	Level 3 Department	Level 4 Department	Assignment Category	Worker Category	Weekly Working Hours	Continuous Service Date	Projected End Date	Contract Review Date	Assignment Status	Grade	Line Manager	Absence Plan Name	Calendar Year	Accrual Balance (in hours)	Previous Year Carryover (in hours)	Carryover Expiration (in hours)	Adjustments (in hours)	Total Hours Booked to Date (in hours)	Remaining Balance (in hours)
																UOE Annual Leave	2023	287	28	0		-77	238
																UOE Annual Leave	2023	208	0	0		-40	168
																UOE Annual Leave	2023	287	7	0	25	-54	238
																UOE Annual Leave	2023	287	35	0		-238	84
																UOE Annual Leave	2023	287	35	0		-287	35
																UOE Annual Leave	2023	287	21	0		-273	35
																UOE Annual Leave	2023	287	7	0		-224	70

The Annual Leave Accrual report has the following filters available:

- Employee Number
- College/PSG
- School/Planning Unit
- Department
- Sub Department (MVM only)
- Assignment Status (default view is Active/Suspended) but can also filter on Inactive (i.e. terminated).

The annual leave balance is made up of the Accrual (annual leave entitlement including Public holidays) plus any carry over for the previous year, minus all leave approved or taken.

The 'carryover expiration (in hours)' field shows the number of hours which would be lost at the end of the annual leave year if the employee did not take them. Hours that have been carried over from the previous leave year are used first, so the carry over expiration figure will reduce over the year as the employee takes their leave.

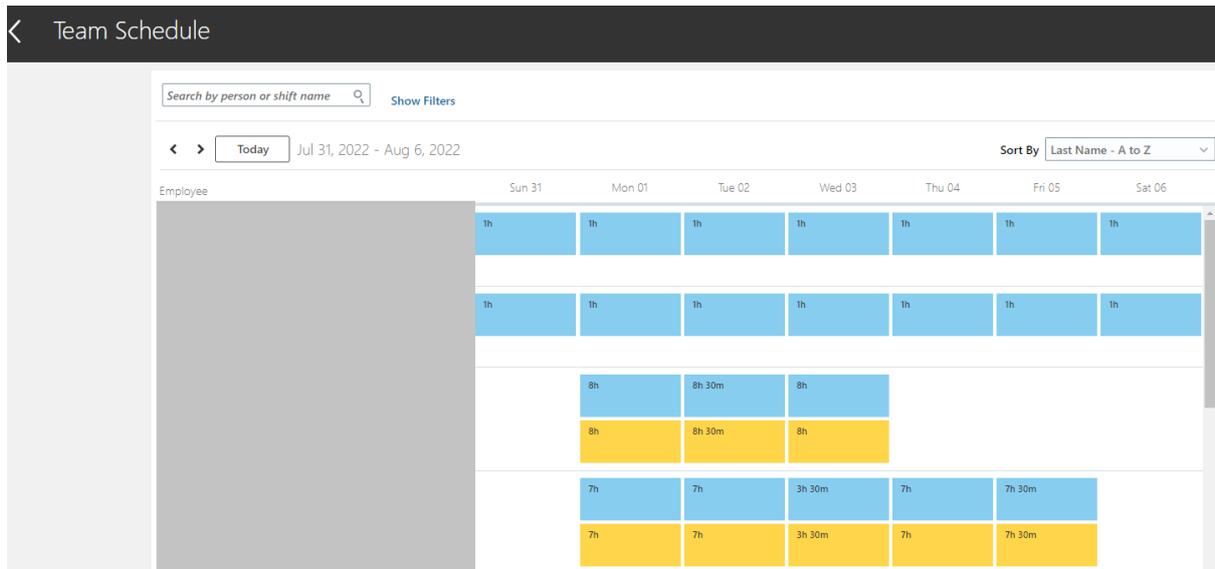
If the annual leave balance is incorrect, please ensure the employee has booked all their leave and check the public holidays and closure days.

Check the work schedule for their assignment is correct. Employees and Line managers can check the work schedule via the Team Schedule:

Employees can view this by selecting Me > Time and Absence > Team Schedule.

Line managers can find it by selecting My Team > Show More > Team Schedule.

The blue boxes show the days scheduled to work and the hours in each box show the hours scheduled each day. The yellow boxes show where annual leave has been booked.



Work schedules for primary assignments are also included in the All Staff Report, access via the HR Reports tile > All Staff Report.

If the work schedule in Team Schedule is missing or incorrect it can be corrected by following the process below:

- Complete the [Work Schedule Change Form \(No Hours Change\)](#). This will help users provide all the required details needed for HR Services to update People and Money. This form should be used for requesting a change to work schedule when the contractual working hours are not changing.
- The form should then be attached to the Service Request>Interim Form>Work Schedule change (no hours change) prior to submitting.

You should continue to use the Change Assignment process to request a change to contractual working hours.

## Sickness Absence Report

The 'Sickness Absence' tab displays the following information:

Person Number	Assignment Number	First Name	Preferred Name	Last Name	College / Professional Service Group	School/Planning Unit	Level 3 Department	Level 4 Department	Personal Job Title	Worker Category	Assignment Category	Person Type	Weekly Working Hours	Assignment FTE	Grade	Job Family
											Open Ended	Employee				Academic
											Fixed Term	Employee				Academic
											Open Ended	Employee				Professor Administr and Operation
											Open Ended	Employee				Technical
											Open Ended	Employee				Professor Administr and Operation
											Open Ended	Employee				Clinical
											Open Ended	Employee				Professor Administr and Operation

The Sickness Absence report has the following filters available:

- Absence Start Date
- Absence End Date
- Approval Status
- Absence Status
- Employee Number
- College/PSG
- School/Planning Unit
- Department
- Sub Department (MVM only)

In the above example the report will show absences starting or ending within the date range for all employees within the Area of Responsibility.

For further information on the types of leave included in each of the reports, please see [Appendix 1](#).

## Family Friendly Leave Report

The 'Family Friendly Leave' tab displays the following information:

Absence Dashboard																		Home	Catalog	Favorites	Dashboards	Create	Open
Welcome Page	Annual Leave	Annual Leave Accrual	Sickness Absence	Family Friendly Leave	Other Paid Leave	Special Paid Leave	Unpaid Leave	Open Sickness Absences Report	Sickness Absence Review for 10 or More Days	Sickness Absence Review for 3 or M													
Family Friendly Leave																							
Rows 1 - 30																							
School/Planning Unit	Level 3 Department	Level 4 Department	Personal Job Title	Worker Category	Assignment Category	Person Type	Weekly Working Hours	Assignment FTE	Grade	Job Family	Job Function	Line Manager	Assignment Status	Approval Status	Absence Status	Absence Type	Absence Reason	Absence Start Date	Absence End Date	Absence Duration (in Days)			
						Open Ended	Employee							Approved	In progress	Maternity	Option 2			364			
						Open Ended	Employee							Approved	In progress	Parental Leave				14			
					Guaranteed Hours	Open Ended	Employee							Approved	In progress	Parental Leave				14			
						Open Ended	Employee							Approved	In progress	Maternity	Option 2			364			
						Open Ended	Employee							Approved	Completed	Maternity	Option 2			273			
					Guaranteed Hours	Open Ended	Employee							Approved	Completed	Maternity	Option 1			364			
					Guaranteed Hours	Open Ended	Employee							Approved	Completed	Maternity	Option 1			364			

The Family Friendly Leave report has the following filters available:

- Absence Start Date
- Absence End Date
- Approval Status
- Absence Status
- Employee Number
- College/PSG
- School/Planning Unit
- Department
- Sub Department (MVM only)

The above example shows absence status, absence type, the maternity option where applicable, and the absence duration.

### Other Paid Leave Report

The 'Other Paid Leave' tab displays the following information:

**Other Paid Leave**

Rows 1 - 30

anning	Level 3 Department	Level 4 Department	Personal Job Title	Worker Category	Assignment Category	Person Type	Weekly Working Hours	Assignment FTE	Grade	Job Family	Job Function	Line Manager	Assignment Status	Approval Status	Absence Status	Absence Type	Absence Reason	Absence Start Date	Absence End Date	Absence Duration (in Hours)
					Open Ended	Employee								Approved	Completed	Other Paid Leave	Special Sick Leave			
					Open Ended	Employee								Approved	Completed	Phased Return				
					Open Ended	Employee								Approved	Completed	Other Paid Leave	Special Sick Leave			
					Fixed Term	Employee								Approved	Completed	Other Paid Leave	Conference/Seminar			
					Fixed Term	Employee								Approved	Completed	Other Paid Leave	Conference/Seminar			
					Open Ended	Employee								Approved	Completed	Other Paid Leave	Special Sick Leave			
					Fixed Term	Employee								Approved	Completed	Other Paid Leave	Academic/Sabbatical			
					Fixed Term	Employee								Approved	Completed	Other Paid Leave	Conference/Seminar			
					Fixed Term	Employee								Approved	Completed	Other Paid Leave	Conference/Seminar			
					Open Ended	Employee								Approved	Completed	Other Paid Leave	TOIL			

The Other Paid Leave report has the following filters available:

- Absence Start Date
- Absence End Date
- Approval Status
- Absence Status
- Employee Number
- College/PSG
- School/Planning Unit
- Department
- Sub Department (MVM only)

The above example shows the absence status, and different absence types and reasons.

### Special Paid Leave Report

The 'Special Paid Leave' tab displays the following information.

School/Planning Unit	Level 3 Department	Level 4 Department	Personal Job Title	Worker Category	Assignment Category	Person Type	Weekly Working Hours	Assignment FTE	Grade	Job Family	Job Function	Line Manager	Assignment Status	Approval Status	Absence Status	Absence Type	Absence Reason	Absence Start Date	Absence End Date	Absence Duration (in Hours)
					Open Ended	Employee								Approved	Completed	Special Paid Leave	Jury Service			
					Open Ended	Employee								Approved	Completed	Special Paid Leave	Bereavement Leave			
					Open Ended	Employee								Approved	Completed	Special Paid Leave	Funeral			
					Open Ended	Employee								Approved	Completed	Special Paid Leave	Funeral			
					Open Ended	Employee								Approved	Completed	Special Paid Leave	Jury Service			
					Open Ended	Employee								Approved	Completed	Emergency Time off for Dependents	Paid leave			
					Open Ended	Employee								Approved	Completed	Emergency Time off for Dependents	Paid leave			

The Special Paid Leave report has the following filters available:

- Absence Start Date
- Absence End Date
- Approval Status
- Absence Status
- Employee Number
- College/PSG
- School/Planning Unit
- Department
- Sub Department (MVM only)

The above example shows the absence status, and different absence types and reasons.

## Unpaid Leave Report

The 'Unpaid Leave' tab displays the following information.

Absence Dashboard																	Home	Catalog	Favorites	Dashboards	Create	Open										
Welcome Page																	Annual Leave	Annual Leave Accrual	Sickness Absence	Family Friendly Leave	Other Paid Leave	Special Paid Leave	Unpaid Leave	Open Sickness Absences Report	Sickness Absence Review for 10 or More Days	Sickness Absence Review for 3 or More Days						
Unpaid Leave																	Rows 1 - 30															
Level 3 Department	Level 4 Department	Personal Job Title	Worker Category	Assignment Category	Person Type	Weekly Working Hours	Assignment FTE	Grade	Job Family	Job Function	Line Manager	Assignment Status	Approval Status	Absence Status	Absence Type	Absence Reason	Absence Start Date	Absence End Date	Absence Duration (in Hours)													
				Open Ended	Employee								Approved	Completed	Unpaid Leave	Authorised absence																
				Open Ended	Employee								Approved	Completed	Unpaid Leave	Extended Unpaid Leave																
				Open Ended	Employee								Approved	Completed	Unpaid Leave	Extended Unpaid Leave																
				Open Ended	Employee								Approved	Completed	Unauthorised Leave																	
				Open Ended	Employee								Approved	Completed	Unpaid Leave	Authorised absence																
				Fixed Term	Employee								Approved	Completed	Unauthorised Leave	UKVI																
				Open Ended	Employee								Approved	Completed	Unpaid Leave	Academic/Sabbatical																
				Open Ended	Employee								Approved	Completed	Unauthorised Leave	UKVI																
				Open Ended	Employee								Approved	Completed	Unpaid Leave	Unauthorised absence																

The Unpaid Leave report has the following filters available:

- Absence Start Date
- Absence End Date
- Approval Status
- Absence Status
- Employee Number
- College/PSG
- School/Planning Unit
- Department
- Sub Department (MVM only)

The above example shows the absence status, and different absence types and reasons.

### Open Sickness Absence report

This report shows employees with an open sickness absence on People and Money. Line managers will receive this report via email, **only** if their direct reports have an open absence. The email will be sent weekly, on a Monday.

Absence Dashboard Home Catalog Favorites Dashboards Create

Welcome Page Annual Leave Annual Leave Accrual Sickness Absence Family Friendly Leave Other Paid Leave Special Paid Leave Unpaid Leave **Open Sickness Absences Report** Sickness Absence Review for 10 or More Days

Open Sickness Absences Report

College/PSG College of Arts, Humanities a School/Planning Unit All Department All Apply

v2

### Open Sickness Absences Report

Employee Number	Last Name	First Name	School/Planning Unit Name	Level 5 Unit Name	Permission Type	Current Absence Start Date
						07/12/2021
						09/05/2022
						24/05/2022
						25/05/2022
						10/08/2020
						17/05/2022
						07/04/2022
						13/05/2022
						11/05/2022
						05/05/2022

The filters available on this report are:

- College/Professional Services Group
- School/Planning Unit
- Department

The above example shows the report filtered by College/PSG.

### Sickness Absence Review for 10 or More Days

This report shows employees who have reached the absence review point of 10 or more days of sickness absence in a rolling 12 month period. Line managers will receive this report via email, **only** if their direct report reaches this review point. Emails will be sent monthly, on the first of the month.

Absence Dashboard Home Catalog Favorites Dashboards Create

Welcome Page Annual Leave Annual Leave Accrual Sickness Absence Family Friendly Leave Other Paid Leave Special Paid Leave Unpaid Leave Open Sickness Absences Report **Sickness Absence Review for 10 or More Days** Sickness Absence Review for 10 or More Days

Sickness Absence Review for 10 or More Days

Start Date 08-08-2021 End Date 08-08-2022 College/PSG All School/Planning Unit All Department All

v2

### Sickness Absence Review for 10 or More Days

Employee Number	Last Name	First Name	School/Planning Unit Name	Level 5 Unit Name	Permission Type	Total Calendar Days Lost in Period	Number of Absences	Average Working Days Lost per Absence
						104	1	104.00
						112	4	28.00
						10	1	10.00
						137	3	45.67
						10	3	3.33
						33	1	33.00
						187	1	187.00
						43	1	43.00
						18	3	6.00
						35	1	35.00
						71451	2454	

The filters available on this report are:

- Start Date
- End Date
- College/Professional Services Group
- School/Planning Unit
- Department

### Sickness Absence Review for 3 or More Absences

This report shows employees who have reached the absence review point of 3 or more periods of sickness absence in a rolling 6 month period. Line managers will receive this report via email, **only** if their direct report reaches this review point. Emails will be sent monthly, on the first of the month.

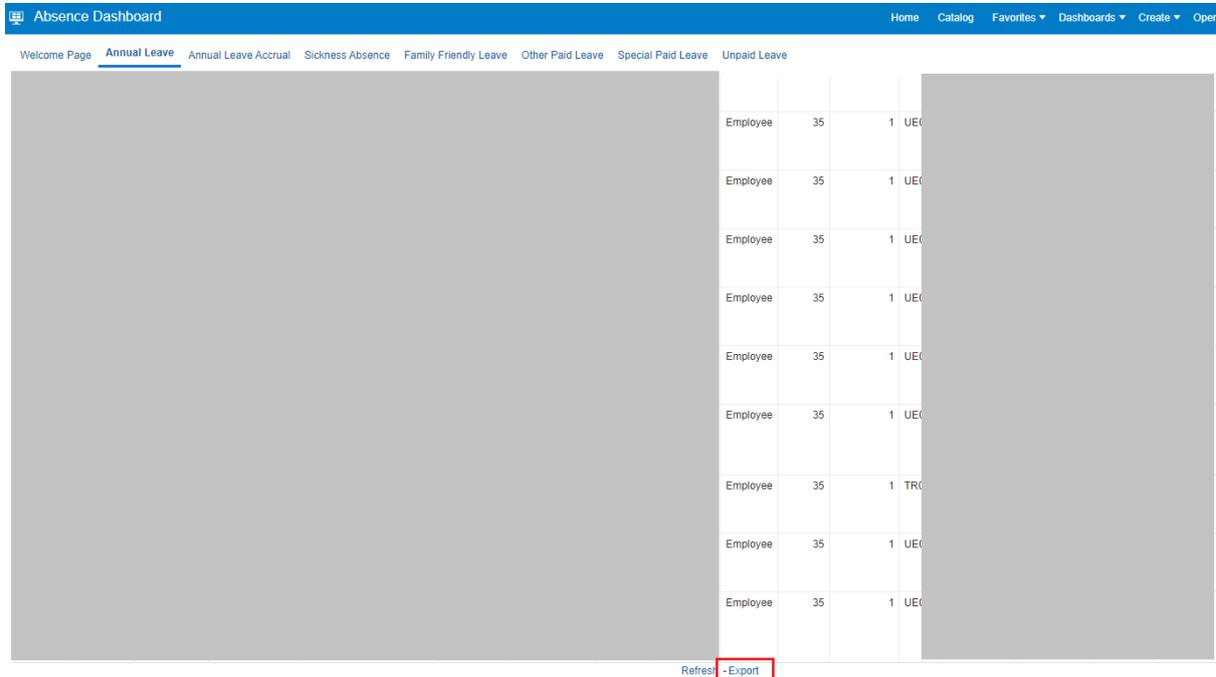
Employee Number	Last Name	First Name	School/Planning Unit Name	Level 5 Unit Name	Permission Type	Number of Absences	Total Calendar Days Lost in Period
						5	8
						5	13
						5	89
						4	85
						6	125
						4	70
						4	6
						5	89
						5	7
						4	129
						225	2379

The filters available on this report are:

- Start Date
- End Date
- College/Professional Services Group
- School/Planning Unit
- Department

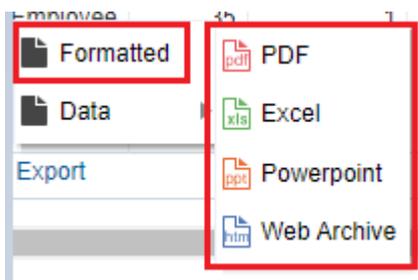
## Exporting

You can export the Annual Leave, Annual Leave Accrual, Sickness Absence, Family Friendly Leave, Other Paid Leave, Special Paid Leave and Unpaid Leave reports for further manipulation, by selecting the **Export** link at the bottom of the report (you may have to scroll).



When exporting the Annual Leave report, use only the **Formatted** option.

When exporting the **Formatted** report you will see the options PDF, Excel, Powerpoint and Web Archive:



The **formatted** version retains the layout that is displayed onscreen and may take a few seconds to download.

If you wish to view the data in the report without exporting, you can use the arrows at the bottom to navigate through the results. Initially you will see rows 1-30.

J	30/09/2023		0	0	UE06	Step 3
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↑ ↓ ↕ Rows 1 - 30  
Export

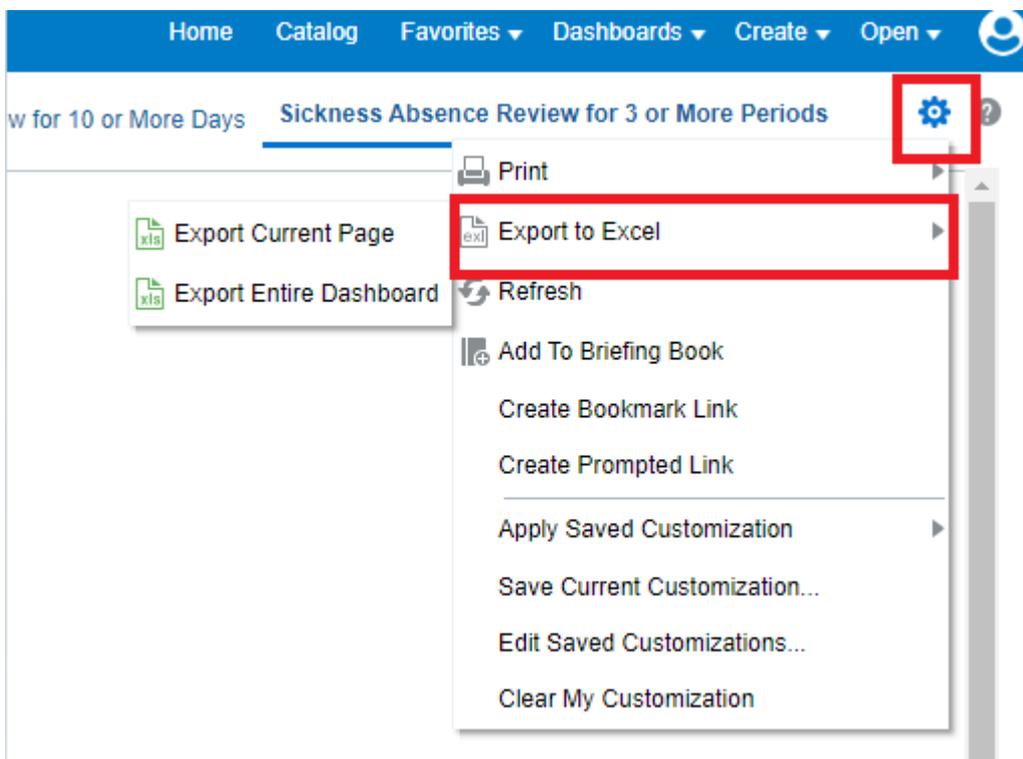
Select the blue arrow to view rows 1-500.

↑ ↓ ↕ Rows 1 - 500  
Export

Use the up and down arrows to move up 500 rows or down 500 rows.

### Exporting Sickness Absence Review Reports

To export the Sickness Absence Review reports select the **cog** icon, then **Export to Excel** and choose either **Export Current Page** or **Export Entire Dashboard**.



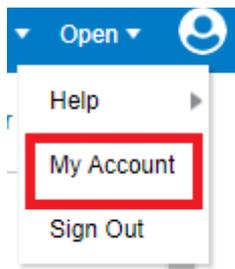
Note: exporting the entire dashboard may take a few minutes.

## Date Format

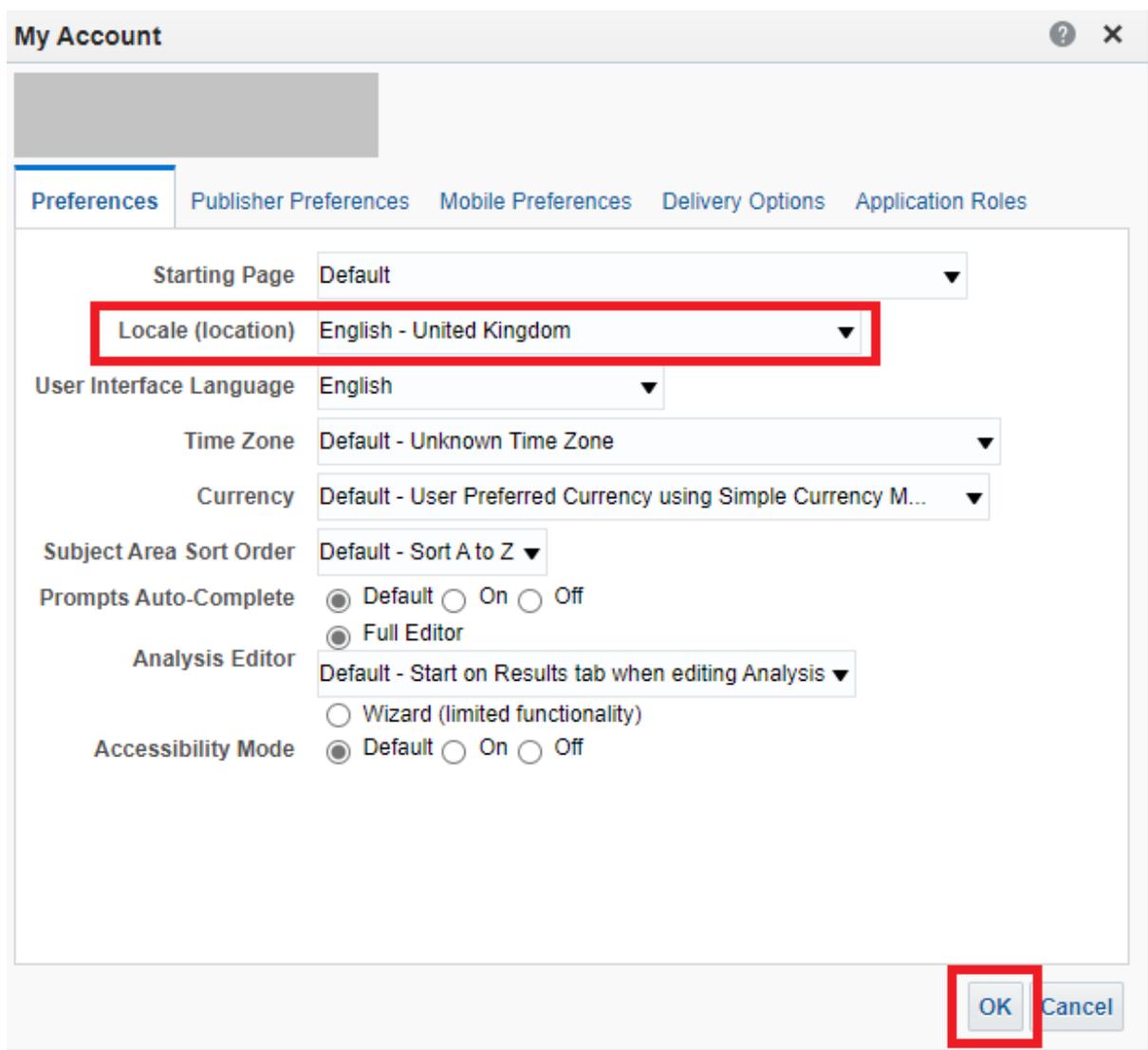
Depending on your settings, you may notice date formats displayed as MM/DD/YYYY. This can be changed to DD/MM/YYYY via the My Profile screen. Click on the person icon in the top right corner:



### Choose My Account



In the pop up window that follows, change the **Locale (location)** field to 'English – United Kingdom' and click **OK**



The next time you log in your date settings will display as DD/MM/YYYY.

*Note: there is a button at the top of the dashboard called 'Catalog'. If you click on this it will take you to the folder structure of the OTBI reporting tool. It is not possible to restrict your access to these folders. However only the folder names are visible, you will not be able to return any data.*

## Appendix 1

### Annual Leave Report

Leave type	Absence Reasons
Leave	n/a

### Annual Leave Accrual Report

Leave type	Absence Reasons
Leave	n/a

### Sickness Absence Report

Leave type	Absence Reasons
Sickness	Anxiety Arthritis Asthma Back Pain (incl disc, sciatica, spondylitis etc) Broken Bone Cancer incl Leukemia Carpal Tunnel Syndrome Chest Infection/Bronchitis Chickenpox/Mumps/Measles/Shingles Debility Depression Diabetes Diarrhoea and/or Vomiting (incl general stomach bug) Ear Disorder Epilepsy or other seizure Eye Disease Eye Infection Flu/flu like symptoms GI Tract Ulcer Haemorrhoids Headache/Migraine Heart Disease incl Angina Hernia Hip, Leg, Foot pain Hypertension Illness arising from childbirth excl post natal depression Illness arising from pregnancy Infective Skin Condition Irritable Bowel Syndrome Kidney Infection Long Covid Menstrual Related Illness Multiple Sclerosis Other - Infection

	Other - Mental Health Other - multiple cause to include road traffic accident Parkinsons Pleurisy/Pneumonia Repetitive Strain Injury Sciatica Shoulder, Neck, Hand pain Soft Tissue Injury Stress Stroke Throat/Cold/Cough/URTI/Hayfever/Laryngitis/Sinusitis Thrombosis/Embolism Thyroid Toothache/Extraction Trapped Nerve Urine Infection/Cystitis Virus
Other Sickness	As above

### Family Friendly Leave Report

Leave type	Absence Reasons
Adoption and Surrogacy	n/a
Maternity	n/a
Parental Leave	n/a
Partner Adoption	n/a
Partner Birth	n/a
Statutory Shared Parental Adoption	n/a
Statutory Shared Parental Birth	n/a
Shared Parental Adoption	n/a
Shared Parental Birth	n/a

### Other Paid Leave Report

Leave type	Absence Reasons
Other Paid Leave	Academic/Sabbatical Adoption Appointment Antenatal appointment - partner Antenatal appointment – personal CPD Delegate SPD Speaker Conference/Seminar Personal Health and Welfare appointment Study Leave Time Off In Lieu (TOIL) Training/Training Course
Phased Return	n/a

### Special Paid Leave Report

Leave type	Absence Reasons
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Special Paid Leave	Army Reserves/Volunteer Reserve Forces Bereavement Leave Compassionate Leave Emergency Domestic Situations Fertility Treatment Funeral Jury Service Police statement Voluntary Public Service/Leave for Public Duties Volunteering Activities Witness at Court
Emergency Time Off for Dependants	Paid Leave
Parental Bereavement	n/a

### Unpaid Leave Report

Leave type	Absence Reasons
Unauthorised Leave	UKVI
Unpaid Leave	Academic/Sabbatical Army Reserves/Volunteer Reserve Forces Authorised Absence Campaigning for Election to Parliament Compassionate Leave Emergency Time off for Dependants Extended Unpaid Leave Representing your Country Unauthorised Absence Voluntary Public Service/Leave for Public Duties