

# HOW TO END SICKNESS ABSENCE ON



1. On your Home Screen Dashboard, navigate to where it states '**Sickness**' > '**View all Sickness**'



2. Navigate to Sickness and click on the relevant absence you wish to return yourself from (This will have NO end date)

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
16 Dec 2021			Sickness	Recruitment Advisor	Not applicable	

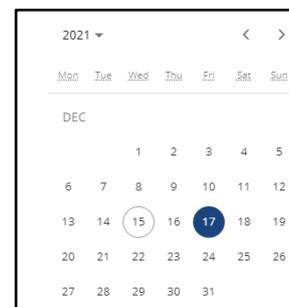
3. Scroll down to **End Date** then click on the calendar icon. Choose the **LAST DAY YOU WERE UNFIT FOR WORK** Failure to end the sickness will result in a discrepancy in your wages.

\* End date (dd/mm/yyyy) (required)

17/12/2021

\* Full or part day (required)

Full day



4. After you have clicked on the date, select from the drop down to advise whether your last day of sickness was either Full Day or Part Day by selecting **Full Day**

\* Full or part day (required)

Specify time

End time (hh:mm)

11:45

Hours absent

03:00

- 5.

6. Then, select

Save

**Your line manager will then be notified of the end of your sickness absence via email notification.**

If you need any further support, please call the ESC People Helpdesk on 01698 403151 or email [esc-helpdeskteam@northlan.gov.uk](mailto:esc-helpdeskteam@northlan.gov.uk)