

How to end a Sickness Absence



on



1. On the menu bar, click on the Absence tab.



2. Navigate to Sickness and click on the relevant absence you wish to return yourself from.

Start date	End date	Type	Position	Authorization	Attachment
21 Oct 2019		Sickness	Cleaner 52 Weeks	Not applicable	
17 Jan 2019	11 Mar 2019	Sickness	Cleaner 52 Weeks	Not applicable	
14 Jun 2017	20 Jun 2017	Sickness	Cleaner 52 Weeks	Not applicable	

3. Scroll down to End date then click on the calendar icon. Choose the LAST DAY YOU WERE UNFIT FOR WORK.

Sickness Details

Please ensure upon your return to work, you end your sickness absence by entering the last day that you were unfit for work including non working days. Failure to do so will result in a discrepancy in your wages.

Absence type
Sickness

Absence reason
Cold/Flu - 08

Hide absence reason

Sickness period
More than one day

Start date (dd/mm/yyyy)
21/10/2019

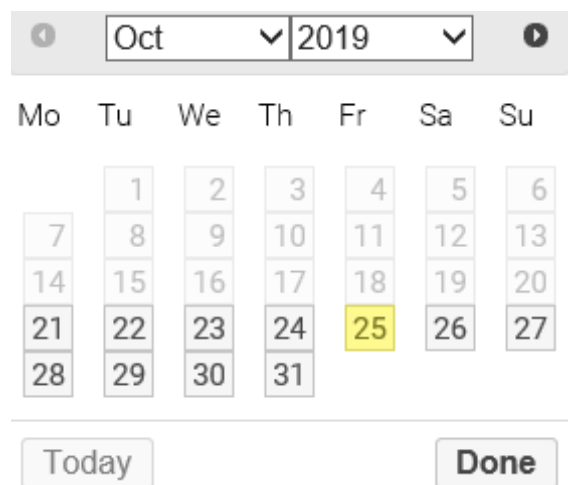
Full or part day
Full day

End date (dd/mm/yyyy)

Full or part day
Full day

Position
Cleaner 52 Weeks (Cleaning - Multiple Buildings, Mr Freddie Mercury, 01/10/2002, POSN02756)

Save Cancel



After you have clicked on the date, click

Finally, click

Your line manager will then be notified of the end of your sickness absence.

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