

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.

Sickness										
End date 🛆	Туре 🗠	Position 🗠	Authorization	Attachment 🗠						
	Sickness	Cleaner 52 Weeks	Not applicable							
11 Mar 2019	Sickness	Cleaner 52 Weeks	Not applicable	e						
20 Jun 2017	Sickness	Cleaner 52 Weeks	Not applicable	e ,						
	11 Mar 2019	Sickness 11 Mar 2019 Sickness	Sickness Cleaner 52 Weeks 11 Mar 2019 Sickness Cleaner 52 Weeks	Sickness Cleaner 52 Weeks Not applicable 11 Mar 2019 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.



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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 eschelpdeskteam@northlan.gov.uk