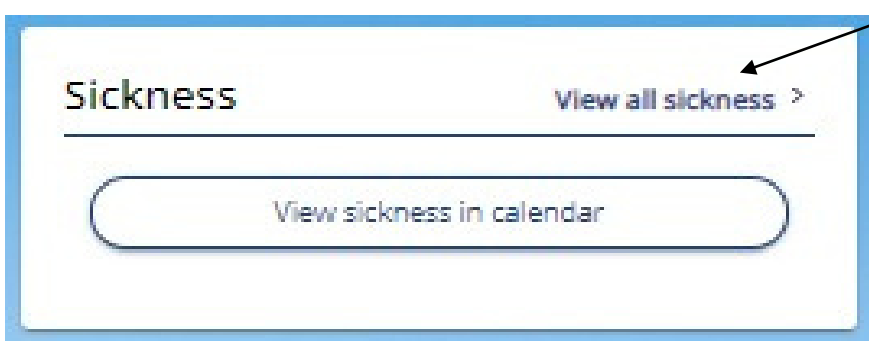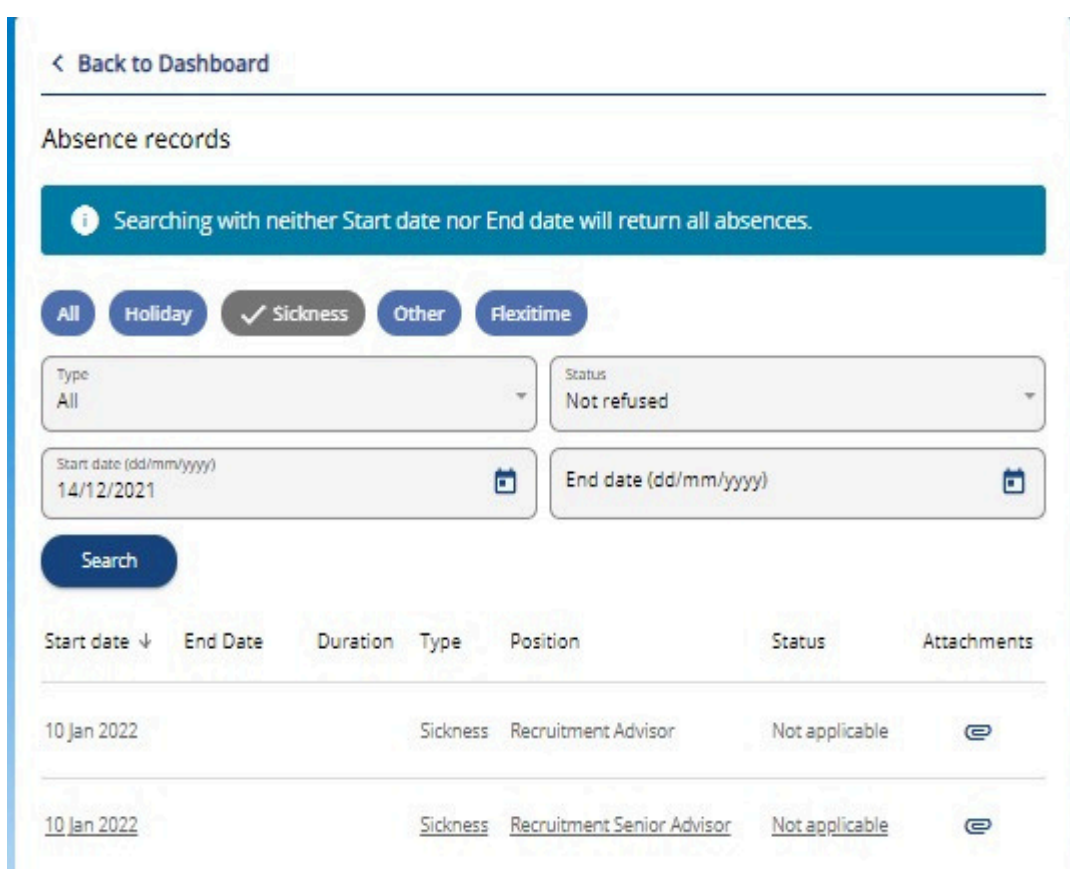# How to end a Sickness Absence on mySelf

1. When in the dashboard, click 'view all sickness'.

2. This will now show the absence record screen, click on the relevant absence you wish to return yourself from.

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

< Back to Absence records

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 (required)
Sickness

* Absence reason (required)
Back pain - 06

☐ Hide absence reason

* Sickness period (required)
More than one day

* Start date (dd/mm/yyyy) (required)
10/01/2022

* Full or part day (required)
Full day

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

* Full or part day (required)
Please choose

* Position (required)
Recruitment Senior Advisor (Recruitment, Miss Hollie E Dorman, 16/08/2021, POSN438...)

Notes

Save   Cancel

| ◐ | Oct | 2019 | ◑ |

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Today   Done

After you have clicked on the date, click Done

* Full or part day (required)

Full day

4. You will have to select the Full or Part day section, then click on Save

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