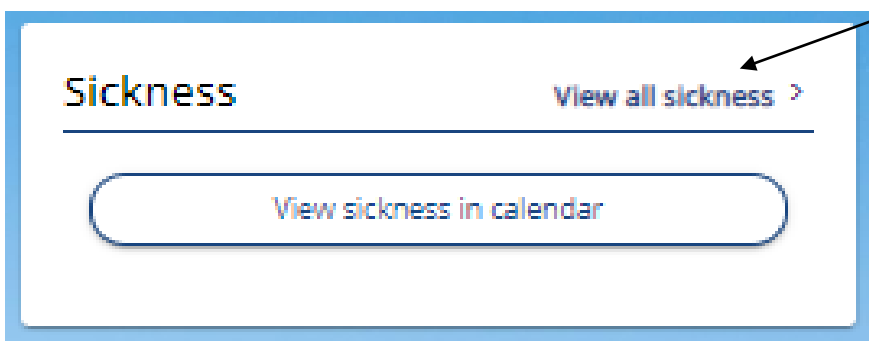


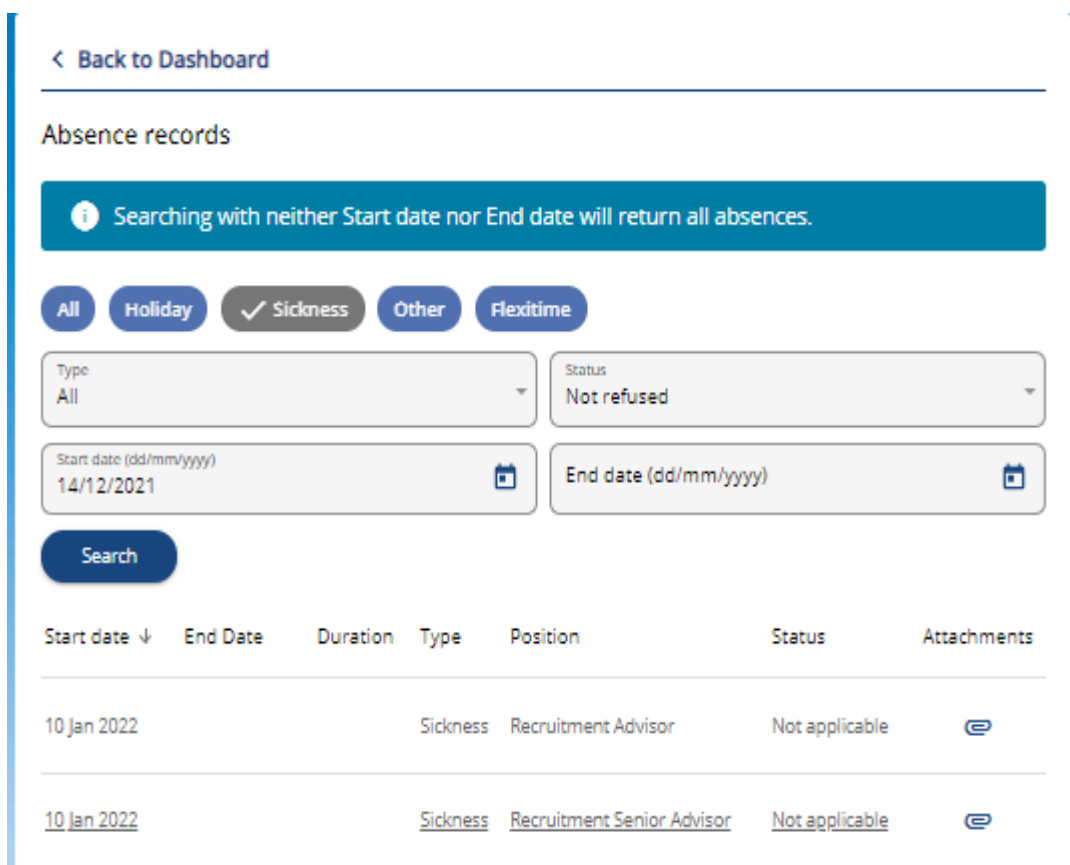
How to end a Sickness Absence on



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, Mrs Hollie E Dorman, 16/08/2021, POSN4386)

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.

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