# Reference Guide to Recording Sickness Absence
## including phased returns and the recording and uploading of certificates

## Contents

# Reference Guide to Recording Sickness Absence

This guide enables managers/supervisors and sickness co-ordinators to record the absence of employees due to sickness, and to verify and provide supporting certification.

## Logging a new sickness absence:

Log into Trent by clicking here (if you have more than one role select People Manager).

Select 'My People' or 'People' from the home page.
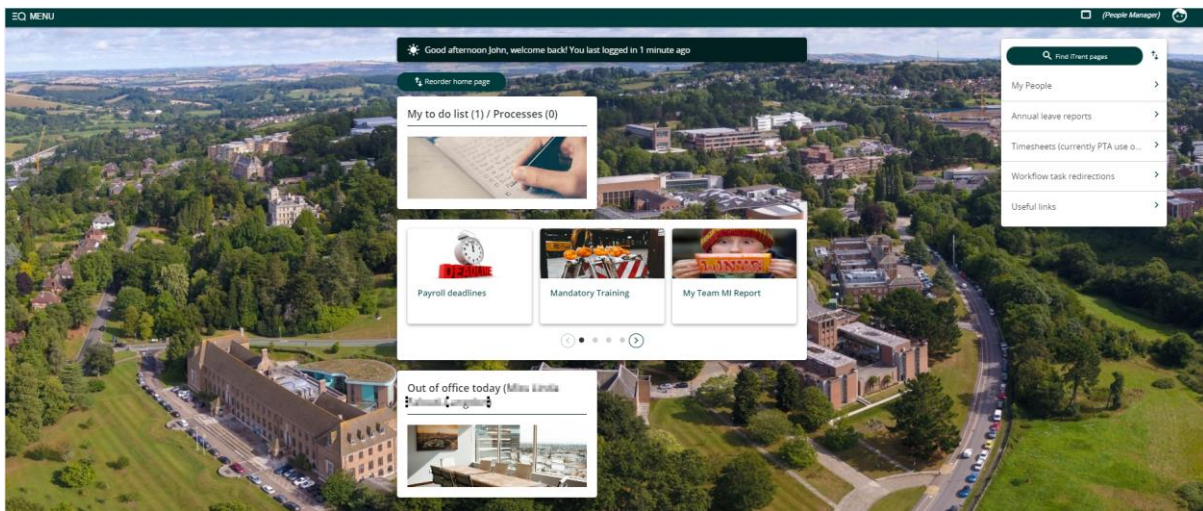


**Action:**

- Select the appropriate individual.
- Select `> Absence` from the 'Links' section at the bottom of the screen.
- Select `New - Sickness absence`
- 'Sickness period' – This defaults to 'More than one day'.  Do not amend (unless it's for a phased return) – even if the employee is only absent for one day or part of a day as this can be recorded in the following fields.
- Enter the 'Absence start date'
- Enter 'Absence start type' – selecting either 'Full day' or 'Half Day' as appropriate.
- Do not enter an end date.  The record will remain open until the employee returns to work and enters their return date.
- Enter 'Absence type' and select 'Absence reason'
- Click `Save`

| Field | Instruction |
|---|---|
| Sickness period * — More than one day | Do not amend. |
| Absence start date * | Enter start date. |
| Absence start type — Full day | Select 'Full day' or 'Half day' as appropriate. |
| Absence end date | |
| Absence end type — Full day | Do not amend. |
| Expected end date | |
| Absence type * | Pick 'Sickness'. |
| Absence reason * — <None> | Pick reason from the dropdown. |
| Hide absence reason ☐ | |

This will trigger an email to the employee advising them to enter their last day of sickness absence on their return.

*For info - If the employee has any other absence recorded eg annual leave, you will get a message similar to that shown below. This is just a warning and there is no need to click on save again.*

⚠️ This absence overlaps with the following existing absence(s): 21/12/2017 - 22/12/2017 (Annual leave) 19/12/2017 - 19/12/2017 (Annual leave)
ℹ️ Changes have been saved.

**No further action is required from the line manager at this stage. The record will remain open until the employee returns to work and enters their return date.**

In exceptional circumstances the manager/supervisor or sickness co-ordinator can enter the Absence end date on their behalf.

- Following 7 days absence the manager/supervisor and employee will receive an email reminding them of the requirement for a Drs certificate/fit note/medical certificate.
- Following 28 days absence the manager/supervisor will receive an email advising them that the employee is on a long term absence and to contact their HR Advisor.

If you experience any problems please contact humanresources@exeter.ac.uk.

## Recording and uploading medical certificates:

The following shows managers/supervisors and sickness co-ordinators how to record dates and details of medical certificates and upload scanned copies to iTrent.

The employee should provide you with an original hard copy certificate signed by a medical professional for sickness absences exceeding 7 days.

Select 'My People' or 'People' from the home page.
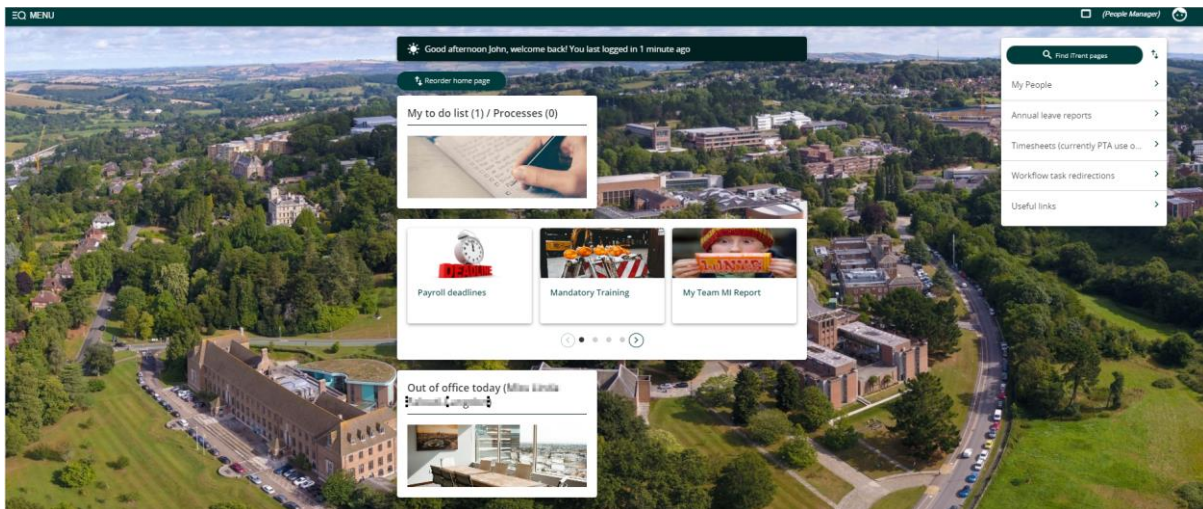


**Action:**

- Select the appropriate individual.
- Select [ > Absence ] from the 'Links' section at the bottom of the screen.
- Click on [ New - Sickness certification dates ] and select the appropriate period of sickness.



- Enter the appropriate certificate type, reason (free text field), start and end date of the certificate and the date it was submitted.

> ⓘ Within the 'Sickness certification dates' there is a *notes* field (see circled in red above) where additional details eg reasonable adjustment etc can be recorded.

- Click *Save.*
- Scan a copy of the sickness/medical certificate and return the original to the employee.
- Click on [ Upload new sickness certificate ]
- If there is more than one period of sickness, the dates will flash and you should select the appropriate sickness dates. The following screen will load, be patient if it's not immediate.

**Document attachment details** New ∨ MENU

| | |
|---|---|
| Document | Fit note - 27/01/2022 |
| Document type | Absence - Sickness certification ∨ |
| Last updated date | |
| Last updated time | |
| Filename | |
| Select a file ... | Choose File   No file chosen |

**SAVE**

- Against the 'Document' field enter a description of the document eg 'Fit note – 27/01/2022'.
- Select 'Absence – Sickness certification' from the Document type' drop down.
- Click on 'Choose File' and search for the scanned certificate.
- Click **Save**

If the 'May be fit to work' box on the certificate has been ticked or the medical professional has recommended reasonable adjustments, you should contact your HR Advisor.

You can view historic certificate date details by clicking on [ Sickness certification dates ] and the actual certificate by clicking on [ View sickness certificate ]

If you experience any problems, please contact humanresources@ex.ac.uk.

# Recording phased returns following sickness absence:

After a long term absence Occupational Health may recommend that an employee's return to work be phased to help restore confidence and help them readjust gradually to work. A phased return is where less than the contractual hours are to be worked for an initial, defined period (not normally exceeding three months). A phased return must be properly structured, and the OHA/HR Partner/Advisor will offer advice and guidance to managers to assist in drawing up a return to work programme for the employee.

A phased return may also be recommended by the employee's GP on their fit note.

Where a phased return is recommended, issues to be considered by the manager, with the advice of their HR Partner/Advisor, include the nature of the work, the hours to be worked, remuneration and the duration of the arrangement.

Where Occupational Health have recommended a phased return to work, the employee may use any untaken annual leave entitlement or carried forward untaken statutory leave on the days when they will not be attending work. Alternatively this may be counted as sick leave or unpaid leave or as part-time work, according to the circumstances and the employee's entitlements. (Unpaid leave and part-time work may affect pension contributions). These arrangements should be confirmed in writing.

If the Faculty/Division does not deem a phased return to be reasonable then a discussion needs to take place with the line manager and HR Partner/Advisor to consider business as well as employee needs. There is no right for an employee to have a phased return to work and this option should only be used in exceptional cases.

**Recording phased return:**

- Select the appropriate individual.



- Select > Absence from the 'Links' section at the bottom of the screen

- Select  New - Sickness absence



- 'Sickness period' – Select either 'Full day' or 'Part day' as appropriate
- 'Absence start date' – Enter as appropriate
- If you selected 'Part day' complete 'Absence start type' – Select either 'Part day', 'Half Day PM' or 'Half Day AM' as appropriate.
- 'Hours absence' - If you selected 'Part day' enter the number of 'Hours absent' – Enter the number of working hours <u>absent</u> in hours and minutes, eg 3:30 for 3 hours and 30 minutes.
- 'Expected end date' – There is no requirement to complete this field for phased returns.
- 'Absence type' – Select 'Sickness (Phased return)'
- 'Absence reason' – Enter as appropriate
- Click  Save

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- **For phased returns you will be required to enter each day separately.**

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If you experience any problems please contact humanresources@ex.ac.uk.