Close an open-ended sickness absence

This guide demonstrates how to close an open-ended sickness absence.

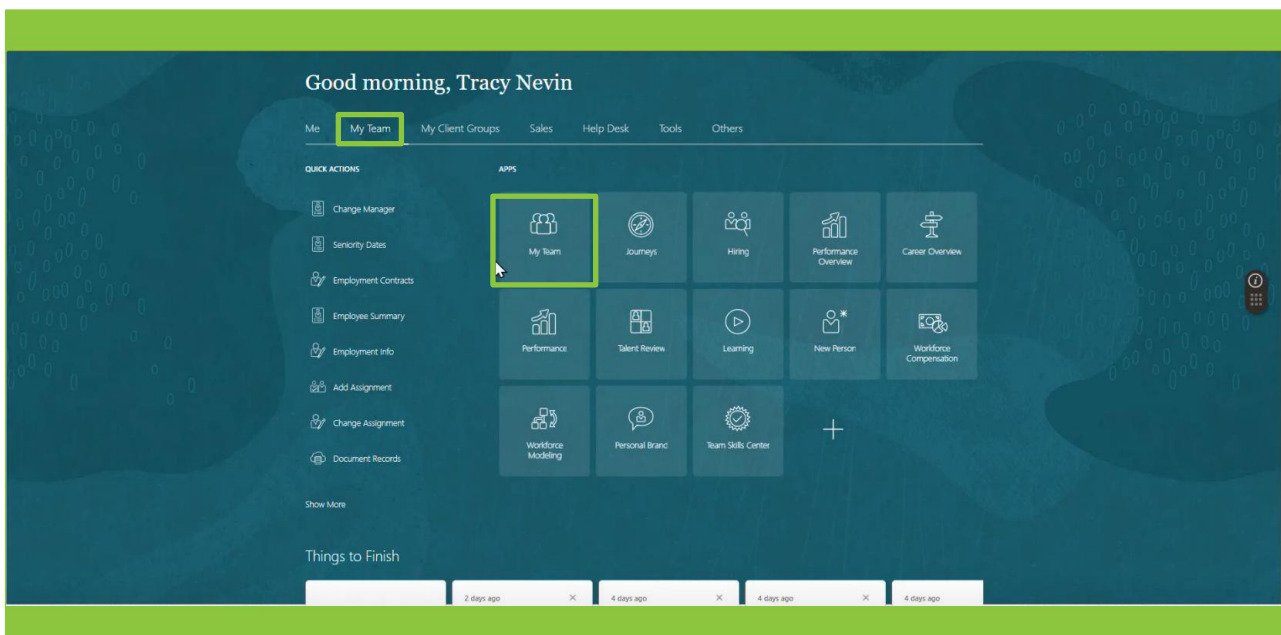**1. Navigate to My Team** → **2. Select the open-ended absence to close** → **3. Close the open-ended sickness absence**

01

As a line manager, you are responsible for closing open-ended sickness absences when your team member returns to work. Failure to do so may impact upon their salary payments.

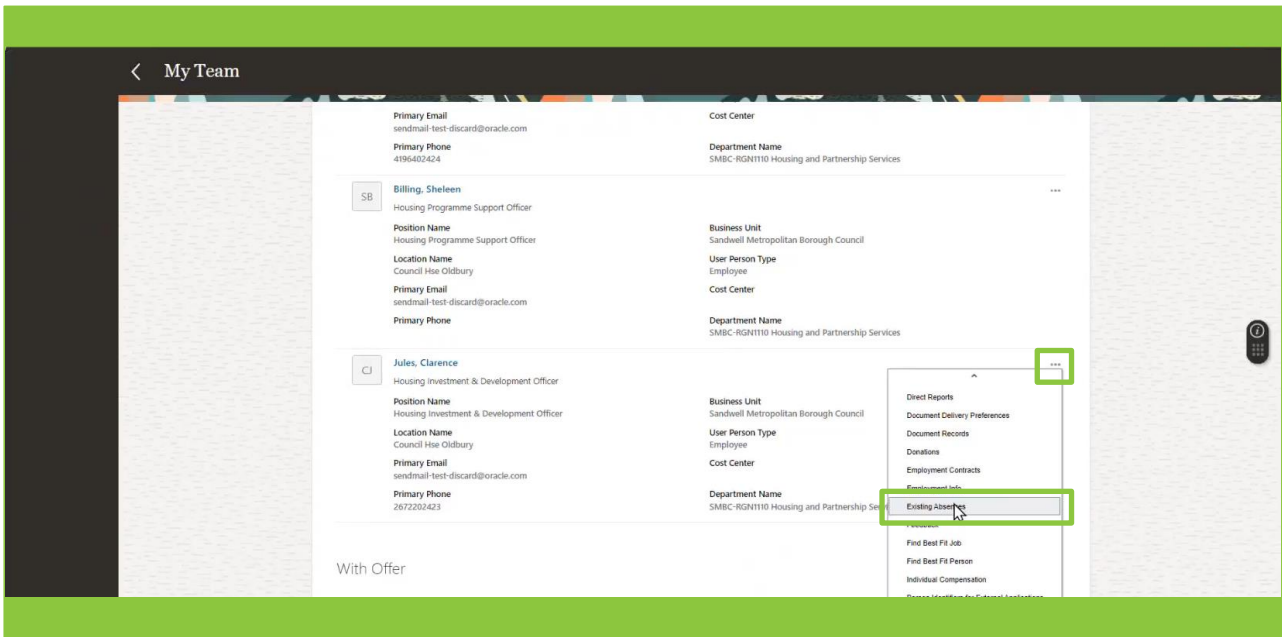To close an open-ended sickness absence, firstly navigate to the **My Team** tab on your Oracle Fusion homepage.

Next select the **My Team** tile.

02

From the **My Team** page, select the **three dots icon** next to the relevant team member.
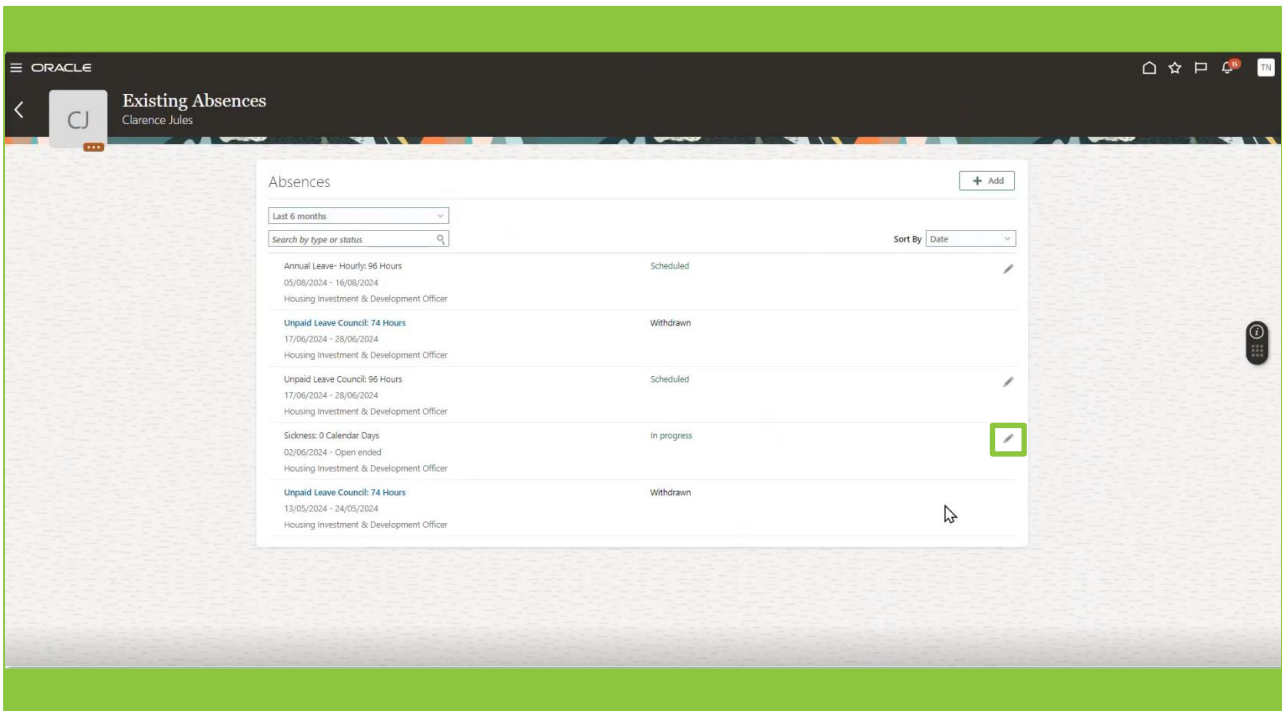
Next select **Existing Absences** from the dop-down options list.

03

You will now see the **Existing Absences** screen.

Select the **Pencil** icon next to the open-ended sickness absence that you wish to close.

04

Details of the sickness absence are now displayed. To close the open-ended absence, firstly uncheck the **Open-Ended Checkbox**.

The option to add an end date will then appear. Use the date picker tool to select an **End Date**. This should be the last day of the absence.

Next select half day or full day in the **Duration** field.

05

Once you have completed your edits, you may add a note in the **Comments** box.

Finally select the **Submit** button to complete your request to close an open-ended sickness absence.

That brings this Quick Reference Guide to an end.