## Close an open-ended sickness absence



This guide demonstrates how to close an 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.



Next select Existing Absences from the dop-down options list.

	Primary Email sendmail-test-discard@oracle.com	Cost Center		
· · · · · · · · · · · · · · · · · · ·	Primary Phone 4196402424	Department Name SMBC-RGN1110 Housing and Partnership Services		
	SB Billing, Sheleen			
	Housing Programme Support Officer			
	Position Name Housing Programme Support Officer	Business Unit Sandwell Metropolitan Borough Council		
	Location Name	User Person Type		
	Council Hse Oldbury Primary Email	Employee Cost Center		
	sendmail-test-discard@oracle.com			
	Primary Phone	Department Name SMBC-RGN1110 Housing and Partnership Services		
	Jules, Clarence			
	Housing Investment & Development Officer	De	ect Reports	「日本の日日」
	Position Name Housing Investment & Development Officer	business onit	cument Delivery Preferences	
	Location Name Council Hse Oldbury	User Person Type Do Employee	cument Records	
	Primary Email	Cost Center	nations	
	sendmail-test-discard@oracle.com		ployment Contracts	
	Primary Phone 2672202423		sting Abserves	
			d Best Fit Job	
			d Best Fit Person	

03 You will now s

You will now see the Existing Absences screen.

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

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	Absences		+ Add	
	Last 6 months v			
그는 아파리는 것 한 것 모양 고향	Search by type or status		Sort By Date v	
	Annual Leave- Hourly: 96 Hours 05/08/2024 - 16/08/2024 Housing Investment & Development Officer	Scheduled	/	
	Unpaid Leave Council: 74 Hours 17/06/2024 - 28/06/2024 Housing Investment & Development Officer	Withdrawn		0
	Unpaid Leave Council: 96 Hours 17/06/2024 - 28/06/2024 Housing Investment & Development Officer	Scheduled	1	
	Sickness: 0 Calendar Days 02/06/2024 - Open ended Housing Investment & Development Officer	In progress		
	Unpaid Leave Council: 74 Hours 13/05/2024 - 24/05/2024 Housing Investment & Development Officer	Withdrawn	\$	

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.

DRACLE				P 🐢 💌
Edit Absence Clarence Jules		Delete	Sub <u>m</u> it	Cancel
	*Type Sickness *Busines Title Housing Investment & Development Officer			
	When			
	*Start Date and Duration			
	C pen ended "End Date and Duration 13/06/2024 Tag Full day			
	Absence Duration 12 Calendar Days			
	Details			
	*Reason Condition Start Date MSD - Fractures			
	Entitlements	^		
	Changing absence information may change the entitlements below.			

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.

CJ Edit Absence Clarence Jules				Delete Submit Cancel
	02/06/2024 - 05/11/2024		156 Days at 100%	
	SND Statutory Sick Pay Plan			
	18/12/2024 - 01/06/2025		166 Days at 0%	
	05/06/2024 - 17/12/2024		196 Days at 100%	
	02/06/2024 - 04/06/2024		3 Days at 0%	
	12 June with consultant.	e. Open-ended absence closed with last day as 121	ied and raised until swelling reduced. Has a follow up appointment on h June	
	Legislative Information	Drag files here or click to add attachment 🗸	Consumed Waiting Days	
	Original Start Date	0	Disable Earnings Check	
	onginar stalt bate		Diatave Landings Greek	

That brings this Quick Reference Guide to an end.