

# 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



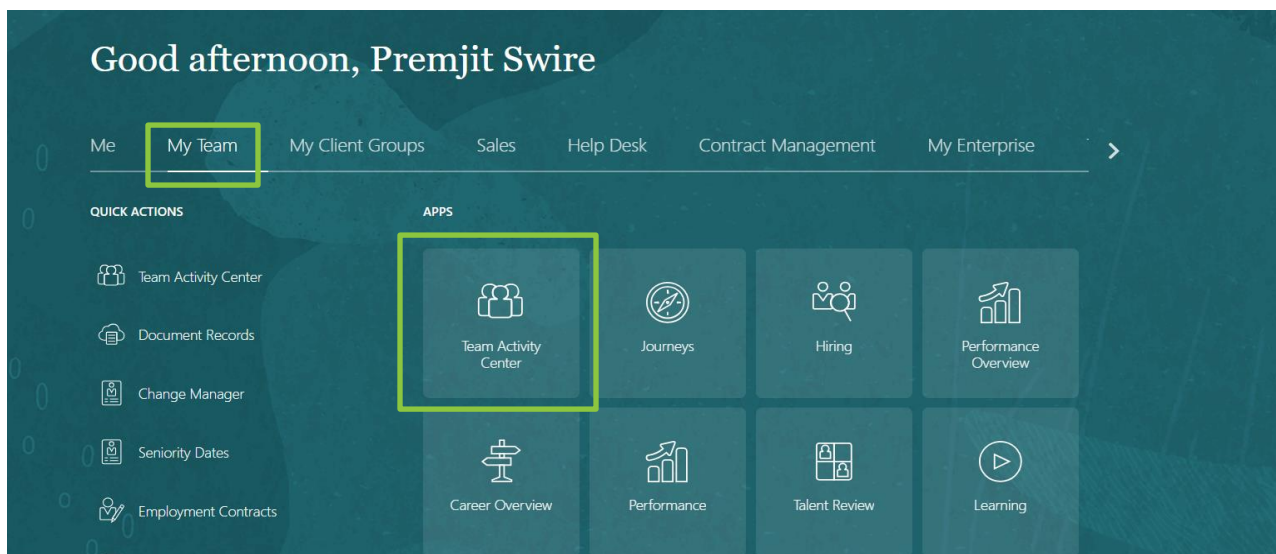
3. Close the open-ended sickness absence

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 **Team Activity Center** tile.



02

From the **Team Activity Center** page, select the **three dots icon** next to the relevant team member.

Next select **View More** from the drop-down options list.

The screenshot shows a list of team members in a 'Team Activity Center' interface. The first member, Jennifer Kerry, is highlighted. A dropdown menu is open next to her name, showing various actions. The 'View More' option at the bottom of the menu is highlighted with a green box.

| Worker Type | Manager Relationship | Location            |
|-------------|----------------------|---------------------|
| Employee    | Line manager         | Council Hse Oldbury |

| Position               | Department                            | Assignment Number |
|------------------------|---------------------------------------|-------------------|
| Transformation Officer | SMBC-FIN1217 Corporate Transformation | E94218            |

| Job           | Grade        | Location             |
|---------------|--------------|----------------------|
| LG Services 0 | SMBC Band F] | Sandwell Council Hse |

| Worker Type | Manager Relationship | Location            |
|-------------|----------------------|---------------------|
| Employee    | Line manager         | Council Hse Oldbury |

| Position             | Department                            | Assignment Number |
|----------------------|---------------------------------------|-------------------|
| Lead Officer Level 2 | SMBC-FIN1217 Corporate Transformation | E13630            |

| Job            | Grade        | Location            |
|----------------|--------------|---------------------|
| LG Services 10 | SMBC Band G] | Council Hse Oldbury |

**Applications**

- Journeys
- Hiring
- Performance Overview
- Career Overview
- Performance
- More

**Drop-down menu options:**

- Absence Balance
- Add Absence
- Add Anytime Document
- Add Check-In Document
- Add Current Time Card
- Add Other Time Card
- View More**

03

You will now see the **Quick Actions Menu**

Select **Existing Absences** from the Quick Actions Menu

The screenshot shows the 'Quick actions' menu open on the right side of the screen. The 'Existing Absences' option is highlighted with a green box. The background shows a list of team members, including Jennifer Kerry and Mervyn Dundhal.

**Quick actions menu items:**

- Add Absence
- Cash Disbursements
- Donations
- Existing Absences**
- Career and Performance
  - Add Anytime Document
  - Add Check-In Document
  - Evaluate Performance
  - Feedback Center
  - Goals Center

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

Select the **Pencil** icon next to the open-ended sickness absence that you wish to close. Select the absence title if a pencil is not available

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JK **Existing Absences**  
Jennifer Kerry

Search by type

Date 07/05/2025 Status Clear (1)

Add Absence Sort By

|                      |                                            |             |  |
|----------------------|--------------------------------------------|-------------|--|
| Sickness             | 05/11/2025 - Open Ended<br>0 Calendar Days | In progress |  |
| Annual Leave- Hourly | 26/08/2025 - 29/08/2025<br>29.5 Hours      | Saved       |  |
| Annual Leave- Hourly | 28/07/2025 - 01/08/2025<br>37 Hours        | Completed   |  |
| Flexible Working     | 17/06/2025 - 17/06/2025<br>1.5 Hours       | Completed   |  |
| Annual Leave- Hourly | 02/06/2025 - 06/06/2025<br>37 Hours        | Completed   |  |
| Flexible Working     | 30/05/2025 - 30/05/2025<br>7 Hours         | Completed   |  |
| Flexible Working     | 27/05/2025 - 27/05/2025                    | Completed   |  |

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.

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JK **Edit Absence**  
Jennifer Kerry

Cancel Withdraw Submit

Absence Type: Sickness Business Title: Transformation Officer

**Dates**

Start Date: 05/11/2025 Start Date Duration: Full day

Open ended: ☒

End Date: 07/11/2025 End Date Duration: Full day

Duration: 3 Calendar Days

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

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

**JK Edit Absence**  
Jennifer Kerry

Cancel Withdraw **Submit**

☐

End Date  
07/11/2025

End Date Duration  
Full day

Duration  
3 Calendar Days

**Details**

Reason  
ENT - Mouth or throat infection

Comments  
Tonsillitis

Attachments

**Drag and Drop**  
Select or drop files here.

URL **Add URL**

That brings this Quick Reference Guide to an end.