

Record Sickness Absence For Managers in Schools

The steps to record sickness absences for team members will be outlined in this guide.



1. Navigate to My Team



2. Select the relevant team member



3. Record sickness absence for team member

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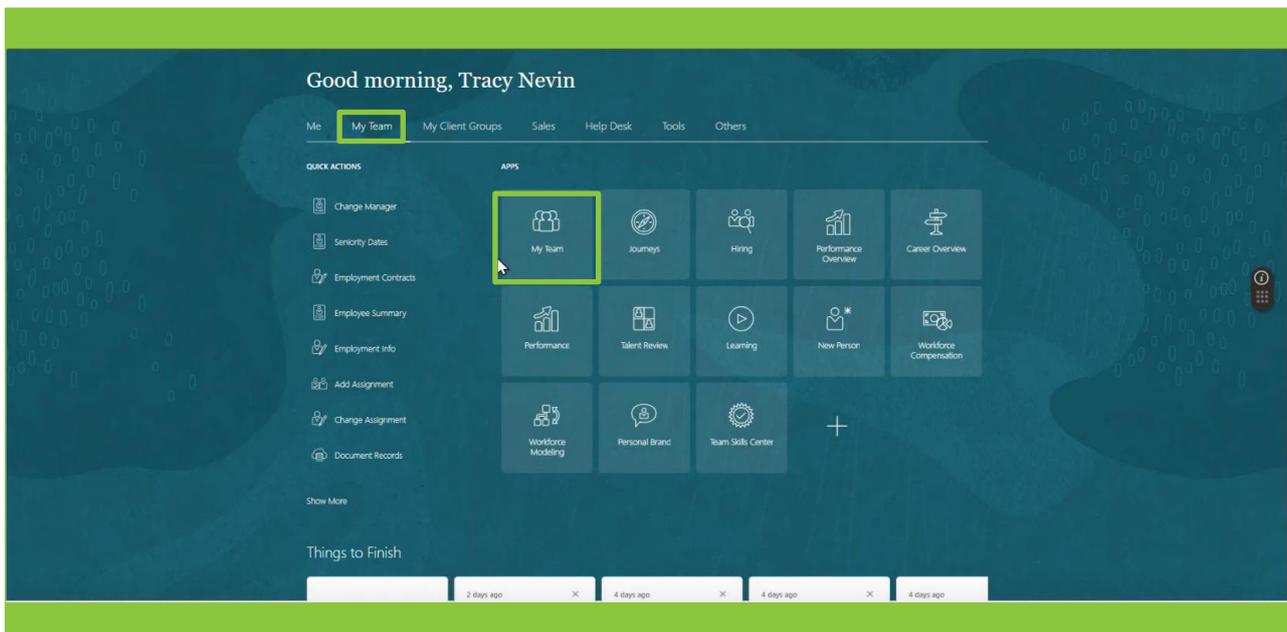
Note this guide applies only to managers in schools. Sandwell Council and Sandwell Children's Trust colleagues will continue to contact the Occupational Health Absence Helpline to report sickness absence.

In this Quick Reference Guide, you will see the steps to follow when a school employee contacts you to report a sickness absence.

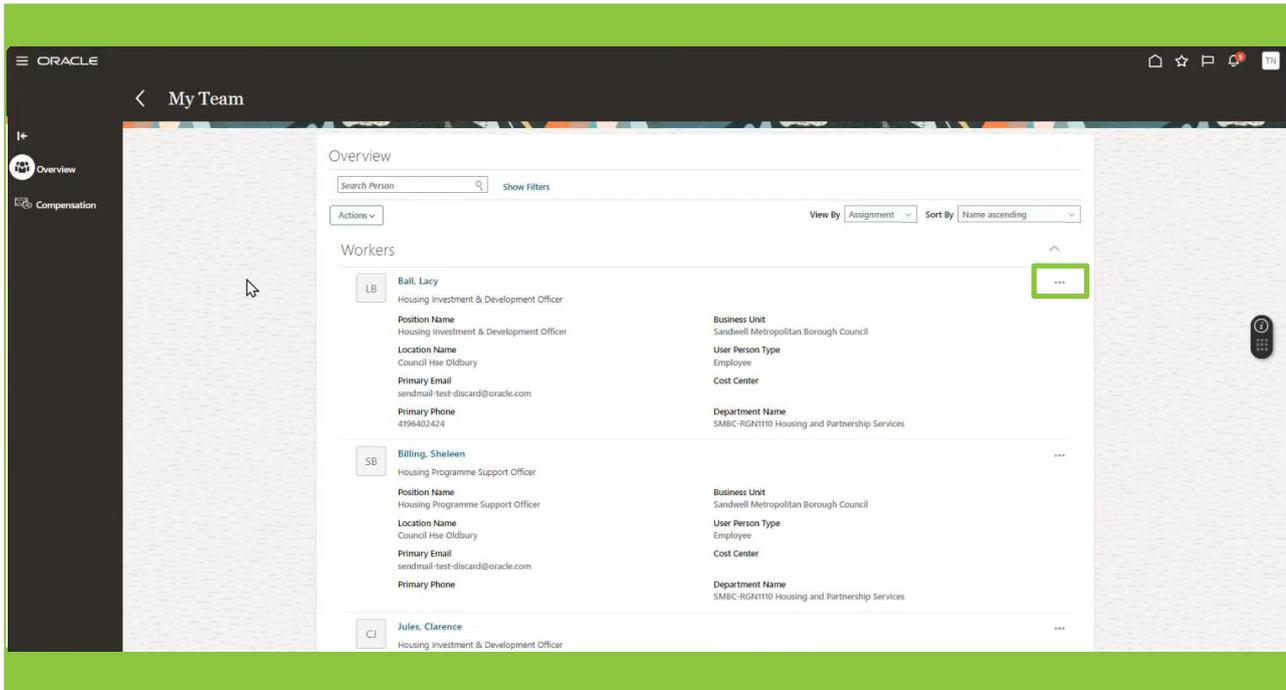
All sickness absences must be recorded in Oracle Fusion.

To record a sickness absence on behalf of a team member, navigate to the **My Team** tab on your Oracle Fusion homepage.

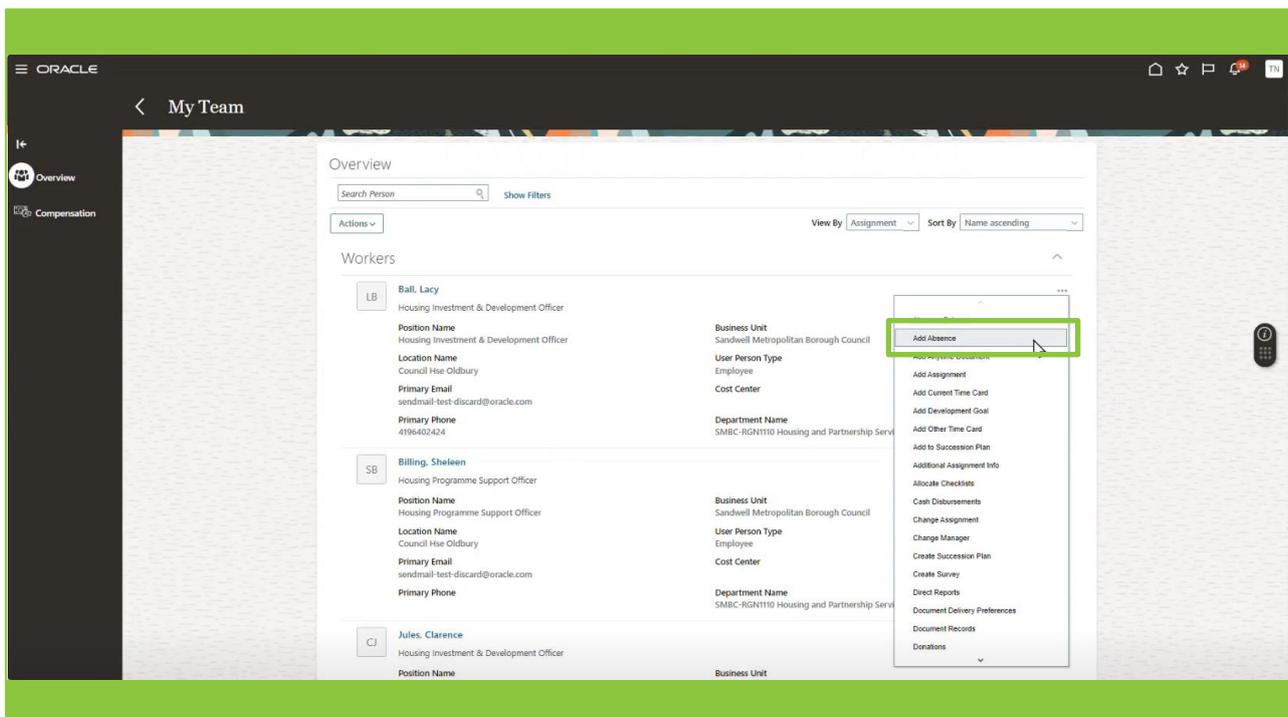
Next select the **My Team** tile.



The **My Team** page is displayed. Select the **three dots icon** next to the team member that you wish to record the absence for.



Select the **Add Absence** option from the drop-down list.



This is the **Add Absence** screen. In the **Type** field, select **Sickness** from the drop-down list.

The screenshot shows the Oracle 'Add Absence' interface for user Lacy Ball. The 'Type' dropdown menu is open, displaying options: Type, Paternity Birth, Shared Parental Adoption, Shared Parental Birth, Sickness, and Sickness During Maternity. The 'Sickness' option is highlighted with a green box. The 'Save and Close', 'Submit', and 'Cancel' buttons are visible in the top right corner.

Additional fields are now presented. In the **Business Title** field select the assignment that the absence relates to. Whilst most colleagues will have a single assignment, if your team member has multiple assignments, take care to select the one that the absence notification applies to.

In the **When** section, use the date picker tool to select a **Start Date** for the absence. In the **Duration** field, select either a half day or a full day absence.

Next, add a check mark into the **Open Ended Checkbox**. You may also add an estimated end date, although this field is not mandatory.

The screenshot shows the Oracle 'Add Absence' interface with the following fields filled out:

- Type:** Sickness
- Business Title:** Housing Investment & Development Officer
- When:**
 - Start Date and Duration:** 05/08/2024, Full day
 - Open ended:** Checked
 - Estimated End Date:** 05/08/2024
- Details:**
 - Reason:** Select a value
 - Condition Start Date:** (empty)
- Comments and Attachments:** (empty)

 The 'Save and Close', 'Submit', and 'Cancel' buttons are visible in the top right corner.



Note: It is your responsibility as a manager to close the absence once the colleague returns to work.

Next scroll down to the **Details** section. Select a type of sickness absence from the **Reason** drop-down list.

The screenshot shows the 'Add Absence' form for user Lacy Ball. The 'Absence Duration' is set to '1 Calendar Days'. In the 'Details' section, the 'Reason' dropdown menu is open, showing a list of options. The option 'SLD - Sickness & Diarrhoea' is selected. The 'Condition Start Date' field is empty. Below the 'Details' section is the 'Attachments' area with a drag-and-drop icon and the text 'Drag files here or click to add attachment'. At the bottom is the 'Legislative Information' section with 'Consumed SSP Weeks' and 'Consumed Waiting Days' fields, both currently set to 0.

You can scroll down to the **Comments** box and add an optional free-format note to the record.

Once the record is complete, select **Submit** and the record will be added to your team member's file. The absence will automatically be approved.

The screenshot shows the 'Add Absence' form for user Lacy Ball. The 'Absence Duration' is set to 'Full day'. The 'Open ended' checkbox is checked. The 'Estimated End Date' is set to '05/08/2024'. In the 'Details' section, the 'Reason' dropdown menu is open, showing 'SLD - Sickness & Diarrhoea' selected. In the 'Comments and Attachments' section, the 'Comments' text box is highlighted with a green border and contains the text: 'Sickness reported by Lacy, at 8.45am this morning. 5/8'. The 'Attachments' area is at the bottom with a drag-and-drop icon and the text 'Drag files here or click to add attachment'.

That brings this Quick Reference Guide to an end.