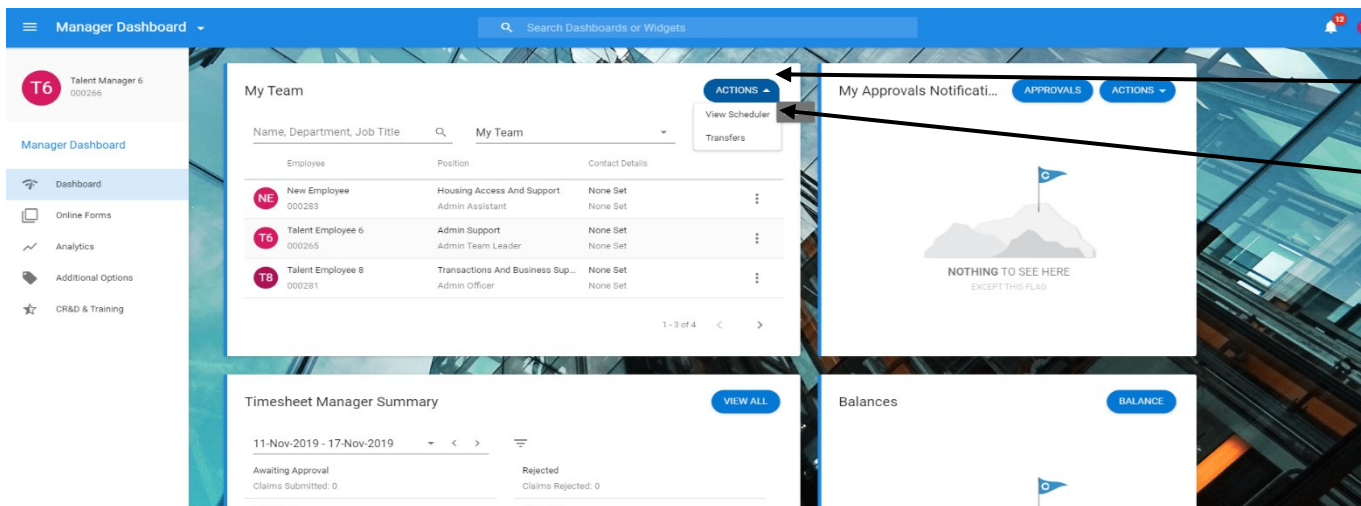
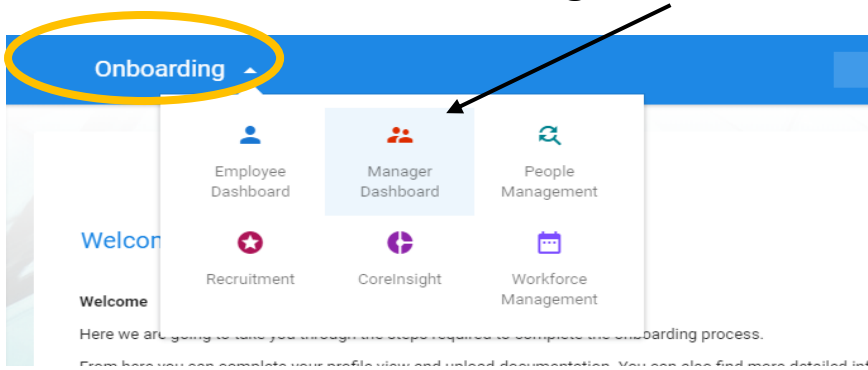


Closing a Sickness for Your Team Members

This guide will cover the steps involved for closing a sickness absence for a member of your team.

Closing an Absence

Once you are logged into the portal, click on the Arrow which will present a drop-down menu with different dashboards. Select the **Manager Dashboard**.



You will then be able to see your team. Click on the **Actions** drop-down and it will bring a drop-down menu with the option to **View Scheduler**. The scheduler will then appear like the screen below which will give you a summary of the attendance for your team members.

Viewing the Open Absence Screen

The screenshot shows the 'Manager Dashboard' interface. At the top, there is a blue header with a back arrow and the text 'Manager Dashboard'. Below this is the 'Team Scheduler' section, with a breadcrumb trail 'Manager Dashboard > Team Scheduler'. A search bar labeled 'Search Employees' is on the left. The main area displays a calendar for the week of 11-Nov-2019. The calendar shows two team members: 'New Employee' (NE) and 'Talent Employee 6' (T6). The 'New Employee' row shows a 'SICK' absence on Wednesday 13th (09:00-17:30), Thursday 14th (09:00-17:30), and Friday 15th (09:00-17:30). A smaller 'SICK - 07:30' absence is shown for Wednesday 13th. The 'Talent Employee 6' row shows a regular schedule of 09:00-17:30 from Monday to Friday, and 'Resting' on Saturday and Sunday. A black arrow points from the text on the right to the 'SICK' block on Wednesday 13th.

| Team Member | Mon 11th | Tue 12th | Wed 13th | Thu 14th | Fri 15th | Sat 16th | Sun 17th |
|------------------------|---------------|---------------|----------------------|---------------|---------------|----------|----------|
| New Employee (NE) | 09:00 - 17:30 | 09:00 - 17:30 | SICK SICK - 07:30 | SICK | SICK | Resting | Resting |
| Talent Employee 6 (T6) | 09:00 - 17:30 | 09:00 - 17:30 | 09:00 - 17:30 | 09:00 - 17:30 | 09:00 - 17:30 | Resting | Resting |

If you would like to go back in and update the absence details, click on the **Sick Box** and you will see the Absence details form again.

1 Absence Details

2 More

3 Document Uploads

4 Balances

Absence Detail

| | | |
|---------------------|---------------------|--------------------|
| Leave Type* | Start Date* | End Date |
| Sick Leave | 13-Nov-2019 | 20-Nov-2019 |
| Select a leave type | Select a start date | Select an end date |

| | | |
|----------------|-------------------------------------|---|
| Part Day Leave | <input type="checkbox"/> Open Ended | <input type="checkbox"/> Enter Duration |
|----------------|-------------------------------------|---|

Please deselect the **Open-Ended Button** so the **End Date Option** returns.

Enter the End Date

Click Next

The screenshot shows a web form for 'Return to Work'. On the left is a vertical navigation menu with four items: '1 Absence Details', '2 More', '3 Document Uploads', and '4 Balances'. The main content area has a header 'Enter a narrative for absence' with a text input field. Below this is a section titled 'Return to Work Int' with two toggle switches: 'Work Related' (currently off) and 'Interview Completed' (currently on). Underneath are two text input fields labeled 'Interview Notes' and 'Returned from Sick Leave'. At the bottom of the form is a large text area 'Enter interview notes' with a character count '25/1000'. The footer contains the 'corehr' logo and three buttons: 'PREVIOUS', 'NEXT', and 'SAVE'.

Please complete the **Return to Work Interview Section**. You will need to complete the following:

- Work Related** –Select if the absence was work related.
- Interview Completed**–Select when the interview has completed.
- Interview Notes** –Record any notes or details from the return to work discussion.

Once this is completed, click the Save Button. **Please note –All Fit Notes and Fit Note Details Dates cover the full duration of the absence.**

Should you wish to upload the Return to Work form to CoreHR, please follow the steps on How to Upload a Scanned Fit Note, which is within the Amending an Absence Guide.