

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



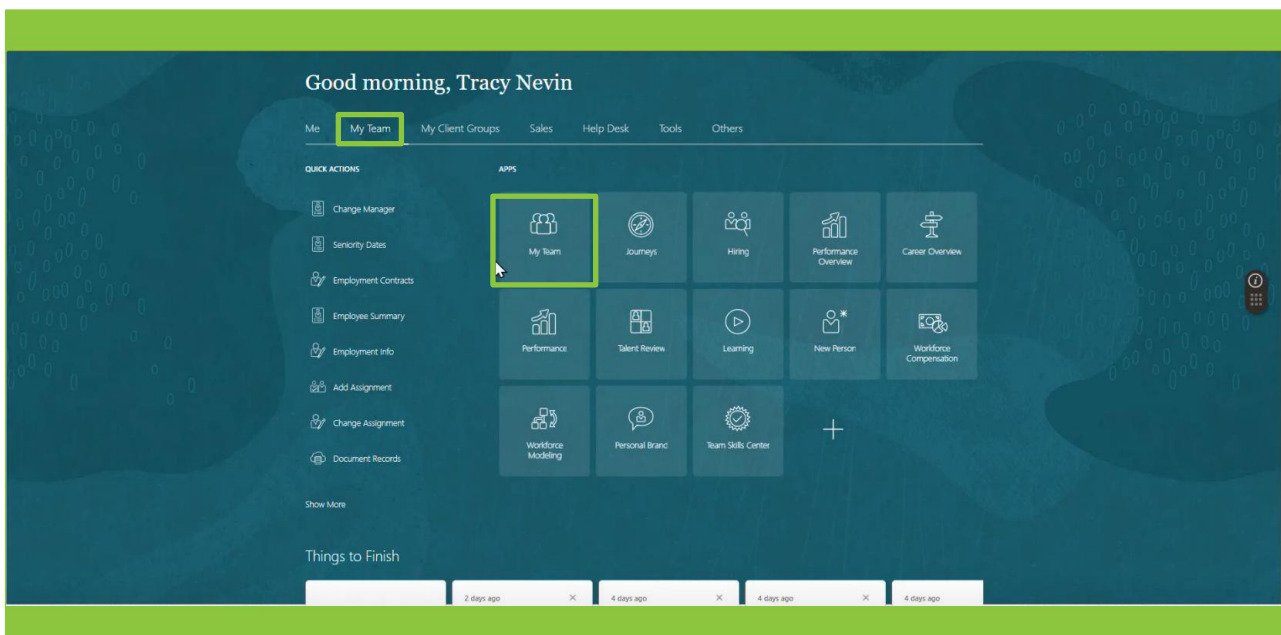
3. Close the open-ended sickness absence

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.

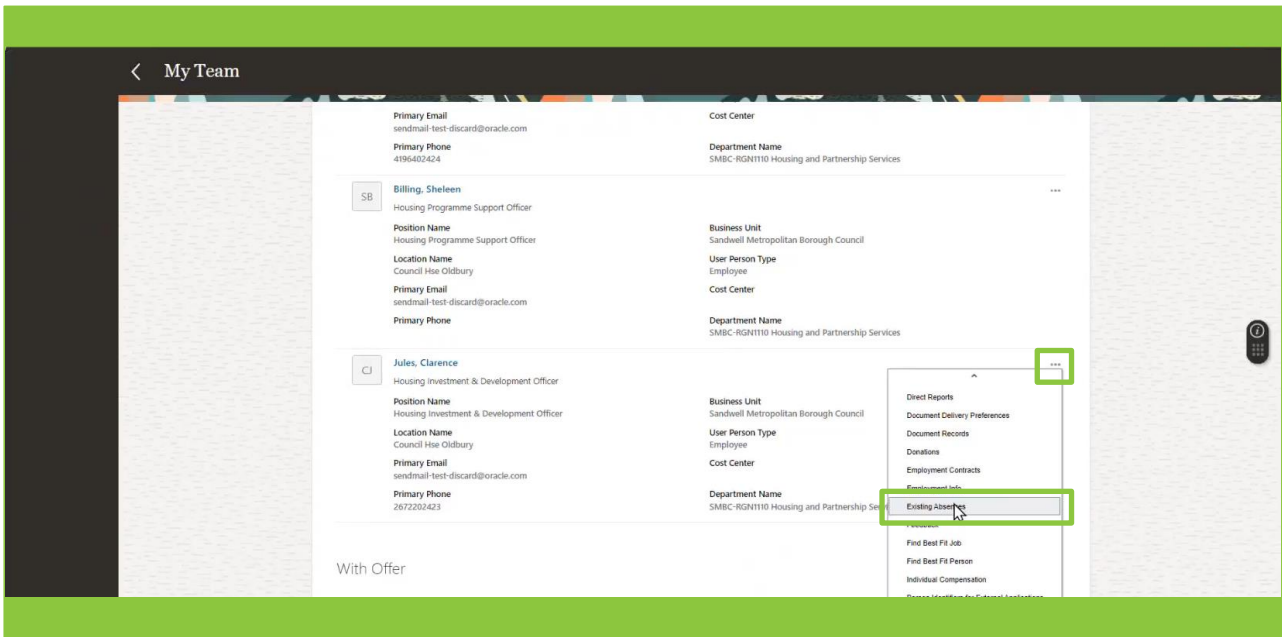
Next select the **My Team** tile.



02

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

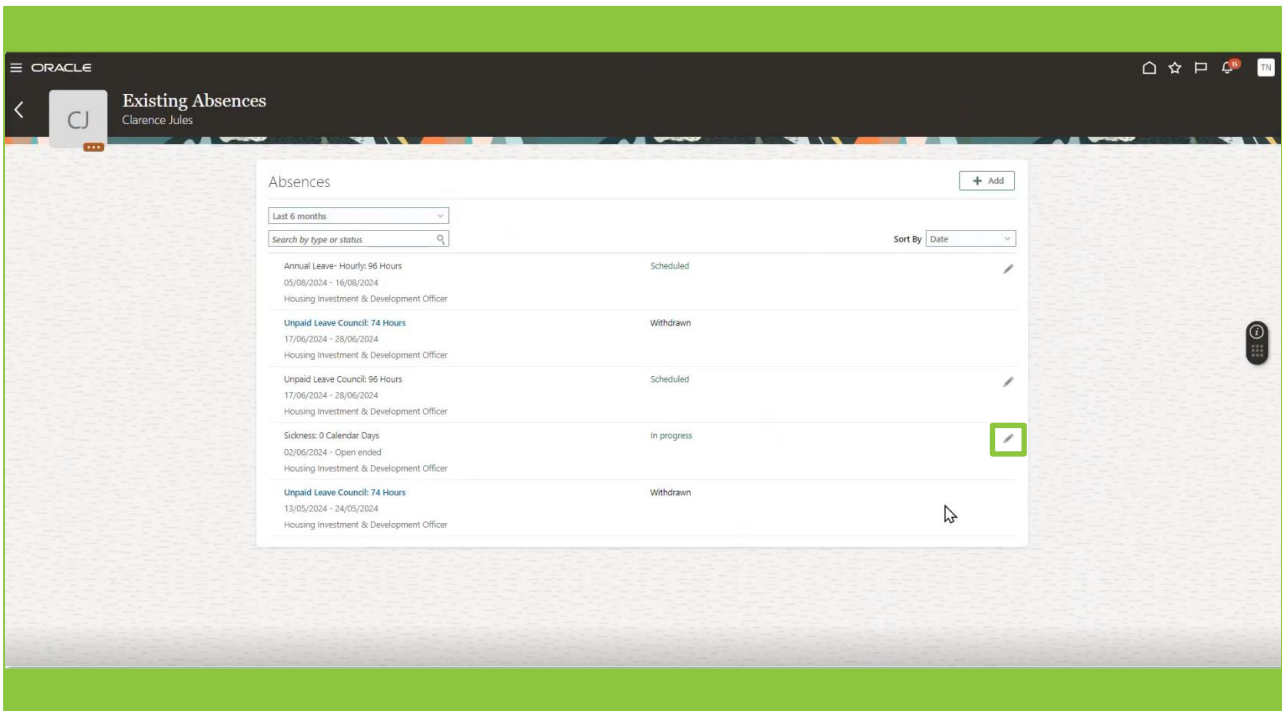
Next select **Existing Absences** from the drop-down options list.



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.



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.

The screenshot shows the 'Edit Absence' form for Clarence Jules. The 'When' section is highlighted with green boxes around the 'Open ended' checkbox (which is unchecked), the 'End Date and Duration' field (showing 13/06/2024 and Full day), and the 'Absence Duration' field (showing 12 Calendar Days). The 'Details' section shows the 'Reason' as 'MSD - Fractures'.

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.

The screenshot shows the 'Edit Absence' form for Clarence Jules. The 'Comments and Attachments' section is highlighted with a green box around the 'Comments' text area. The 'Submit' button in the top right corner is also highlighted with a green box. The 'Comments' text area contains the following text: "Broken ankle as a result of cycling accident. Need to take time off as leg needs to be rested and raised until swelling reduced. Has a follow up appointment on 12 June with consultant. Clarence returned to work on 13th June. Open-ended absence closed with last day as 12th June".

That brings this Quick Reference Guide to an end.