Close an open-ended sickness absence



This guide demonstrates how to close an open-ended sickness absence.



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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	
· 호텔링링 공목	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 Council Hse Oldbury	User Person Type Employee	
	Primary Email sendmail-test-discard@oracle.com	Cost Center	
	Primary Phone	Department Name SMBC-RGN110 Housing and Partnership Services	
	Jules, Clarence		
	Position Name	Business Unit Direct Reports	
	Housing Investment & Development Officer	Sandweil Metropolitan Borough Council Document Delive User Person Type Document Recor	ry Preferences ds
	Council Hse Oldbury	Employee Donations	
	sendmail-test-discard@oracle.com	Cost Center Employment Cor	tracts
	Primary Phone 2672202423	Department Name SMBC-RGN1110 Housing and Partnership Ser	1
		Find Best Fit Job	
		5-10-1510	

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

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

Existing Absend	ces			
CJ Clarence Jules				
	Absences		+ Add	
	Last 6 months			
	Search by type or status Q		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	Unpaid Leave Council: 74 Hours 17/06/2024 - 28/06/2024 Housing Investment & Development Officer	Withdrawn		0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	Unpaid Leave Council: 74 Hours 13/05/2024 - 24/05/2024 Housing Investment & Development Officer	Withdrawn	₽	

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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				TN
Edit Absence Clarence Jules		Delete	Submit Cancel	
				1
	*Type Sickness *Business Title Housing Investment & Development Officer			
	When			
	*Sart Date and Duration 20205/2024		(0
	"Get Det and 13/06/2024 fig Full day			9
	Absence Duration 12 Calendar Days			
	Details			
	*Reason Condition Start Date MSD - Fractures			
	Entitlements			

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				Delete Sub <u>m</u> it <u>Cancel</u>
	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%	
	Comments Broken ankle as a result of cycling accident 12 June with consultant. Clarence returned to work on 13th June. O Attachments	Need to take time off as leg needs to be rest pen-ended absence closed with last day as 124 Drag files here or click to add attachment	ed and raised until swelling reduced. Has a follow up appointment on h June	
	Legislative Information		Consumed Waiting Days	
		0		

That brings this Quick Reference Guide to an end.