

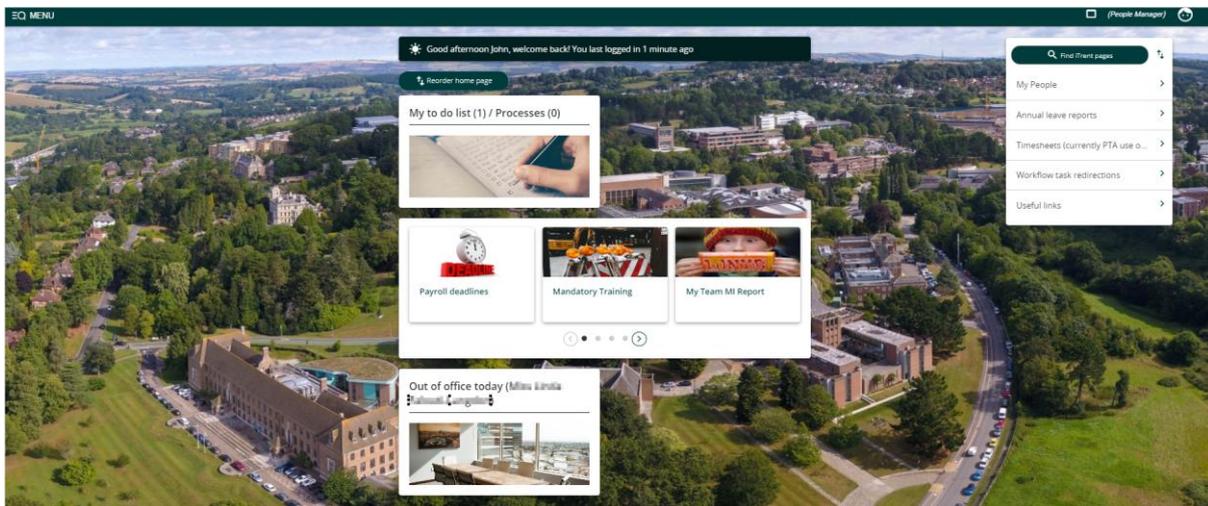
Reference Guide to Ending a Sickness Absence (on behalf of the your employee)

This guide enables managers/supervisors and sickness co-ordinators to record the end date against a sickness absence where the employee does not have access.

Ending a sickness absence on behalf of an employee:

Log into Trent by clicking [here](#) (if you have more than one role select People Manager).

Select 'My People' or 'People' from the home page.



Action:

- Select the appropriate individual.
- Select **> Absence** from the 'Links' section at the bottom of the screen.
- Select
- Select the current sickness absence period.
- Enter the last day of sickness in the 'Absence end date' field.

Sickness absence details Mrs Anna Sparrow

Sickness period
Sickness period* More than one day

Absence start
Absence start date* 21/02/2023
Absence start type Full day

Absence end
Absence end date 22/02/2023
Absence end type Full day
Expected end date

Absence
Absence type* Sickness
Absence reason* Cold, influenza, infectious dis
Position Records Administrator (06/06/2022, P69227B) (Current)

Save New

This will trigger an email to the employee advising them that their sickness absence has been closed.

If you experience any problems please contact humanresources@ex.ac.uk.