Industrial Action

This guide will show you how to record periods of industrial action. These are recorded in whole days and will not require authorisation from your line manager.

Please read the FAQs here, if you would like further information.

Quick Steps
This section will detail the quick steps of how to record a period of participation of industrial action.
Please refer to the Full Guide section below for full detailed instructions which include screenshots.

1. Log in to Staff Connect
2. Click My Absence Details followed by My Absence Record from the left hand menu
3. If you have more than one post please select the post you are recording this period of participation for.
4. Scroll down the page and click Request New on the Industrial Action line
5. Enter the start and end dates of the period of participation
6. Click Submit

Full Guide
Click My Absence Details and My Absence Record from the left-hand menu in Staff Connect.

If you have more than one post, the screen below will be displayed. Please select the post you wish to enter a period of industrial action for and then click Next.

This will display a calendar, showing all recorded absences. The screen will show a twelve month calendar with the current month showing on the middle line of the calendar with today's date highlighted in dark blue.
Scroll to the bottom of the screen. This screen will display the absence types that you can request and view. You can also view your entitlements and access your team calendar.

To record participation in Industrial Action click **Request New**, highlighted in blue.

The Record an Absence screen will open. You need to complete the following details:

- **Comments** - the comments box is optional.
• **From** - click on the calendar button to select the start date of participation in industrial action.

![Calendar Image](image1.png)

• **To** - click on the calendar button to select the end date of participation in industrial action.

![Calendar Image](image2.png)

Please note if you are participating in one day of industrial action the From and To date need to be the same. Please note industrial action is deducted at 1/365th so can only be recorded in days.
Once you have finished completing the form click the **Submit** button, this will automatically update your record.

Click **Close**.

The Pay Office will be alerted there is an absence to process. It will appear in your calendar and when you hover over the absence it will appear as "Not processed" until the Pay Office has completed its process.

To view, edit and or delete an absence please refer to the user guide which can be found [here](#).