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.

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

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.