Sick leave

This guide will explain how to enter sick leave on Staff Connect.

The Staff Connect absence management module is the only recognised University record of absence and is where you will now record sick leave. When you enter sick leave it will be sent to your line manager or their delegate to review, authorise or reject.

Please continue to use local practices (such as calling your line manager to let them know the reason for your absence and a likely return to work date) to report any sickness absences in the first instance.

Please note, sick leave is calculated and recorded in hours.

The system does not allow more than one type of absence to be entered at any one time, therefore, for instance, you cannot record sickness at the same time as annual leave. This means that multiple sickness days may initially need to be recorded either side of existing periods of annual leave. In these circumstances, you can request that the booked holiday is removed (to be taken at another time) with your manager’s agreement and upon provision of a medical certificate. If, after providing the medical certificate your manager agrees to allow the holiday to be taken at another time, you can delete the holiday booking and alter the sickness absence dates to cover the entire period of absence. These changes will go to your manager for authorisation and once approved, the system will automatically return any annual leave entitlement to you to be taken at another time. For guidance on how to edit or delete annual leave please use this guide.

Staff Connect is linked to payroll and therefore it is important that any sick leave is entered promptly and accurately.

Please also, note that if you are entering a sickness absence from home, you will need to use the Kent VPN.
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 sick leave 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 sick leave click **Request New**, highlighted in blue.

The Record Absence screen will open where you need to complete the following details:
- **Comments** - the comments box is optional. If you have had an accident at work, this is where you record your ICASS number.

Record an Absence - William Hardacre (SCDEMO101) - Lecturer (SCDEMO101)

To record this employee as absent, fill in the information below.

<table>
<thead>
<tr>
<th>Type</th>
<th>Sick Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>Dates</td>
<td></td>
</tr>
<tr>
<td>From</td>
<td></td>
</tr>
<tr>
<td>To</td>
<td></td>
</tr>
<tr>
<td>Total Time</td>
<td></td>
</tr>
<tr>
<td>Reason</td>
<td></td>
</tr>
<tr>
<td>Cause</td>
<td></td>
</tr>
<tr>
<td>Cert Type</td>
<td></td>
</tr>
<tr>
<td>Auth Cert Produced</td>
<td>Yes</td>
</tr>
<tr>
<td>Certificate Expiry Date</td>
<td></td>
</tr>
<tr>
<td>Return To Work Interview Date</td>
<td></td>
</tr>
</tbody>
</table>

- **Comments** - the comments box is optional. If you have had an accident at work, this is where you record your ICASS number.

From - click on the calendar button and select the start date of your period of sickness.

![Calendar](image)

- **Full Day** - if this is a full day absence please skip to the To step below (see page 4)
- **Part Day** - if this is a part day absence click on the Part Day button.
  - This will display 3 new fields to complete - **Time, Hours off (HH, MM)**

Employee – Sick Leave
Version 1.2
Date: January 2019
Author: Staff Connect
- **Time** - enter the time your period of sick leave starts into the **Time** box e.g. 09:00 or 13:30.

- **Hours off** - enter the number of hours taken in the **HH** box and the number of minutes in the **MM** box. For example if you are recording a part day sick leave between 09:00 and 12:30 you will need to enter 09:00 in the **Time** box then 3 in the **HH** box and 30 in the **MM** box.

- **To** – The system requires you to enter an end date. If you are unsure when you will be returning to work please use a best guess end date. The sickness absence can be updated when you return with the actual date. This is also when the Return to Work (RTW) interview should take place. Please note if you are booking a single whole or part day off please ensure the **To** date matches the **From** date.

- You cannot book more than one absence type at a time (eg annual leave and sick leave on the same day). Please see page 1 for details of what to do if you have a clash of annual leave and sick leave.
- **Full Day** - if this is a full day absence please click **Confirm planned work time** (see page 6).
- **Part Day** - if this is a part day absence click on the **Part Day** button.
  - This will display 3 new fields to complete - **Time**, **Hours off** (HH, MM)
• **Time** - enter the time your period of sick leave ends into the **Time** box e.g. 11:00 or 13:30.

• **Hours off** - enter the number of hours taken in the **HH** box and the number of minutes in the **MM** box. For example, if you are recording a part-day sick leave between 9:00 and 11:00, you will need to enter 11:00 in the **Time** box then 2 in the **HH** box and 00 in the **MM** box.

Once the end date is selected, the system will automatically calculate the **Total Time** recorded based on your contracted hours which are averaged across the working week (or based on the details you have entered in the part-days boxes).

Please click into **Confirm planned work time**.

This screen will show all the relevant calendar weeks to cover the start and end date of the absence you entered.

If this default working pattern matches your actual work pattern, please click **Save**.

However, if the working pattern does not reflect your actual hours/days of work, please update your working pattern for each day in HOURS: MINUTES. If you should not have worked on a particular day, please ensure this is entered as 00:00. When you have entered all days, click **Save**.
Please note, the screen shows the week ending rather than week beginning.

You must select an absence **Reason** from the drop down list. Please enter as accurately as possible the reason for the sickness, this can also be amended when you return to work.

You must select an absence **Cause** from the drop down list.
You must select an absence **Cert Type** from the drop down list.

The **Auth Cert Produced** should be **Yes** for a self certificate or where a fit note has been produced.
Certificate Expiry Date is the end of a self certificate absence period or the date on the fit note.

Return to Work Interview Date should be completed once the return to work interview has happened.
Once you have finished and entered all the required data, click **Submit** to send your sick leave entry to your line manager or their delegate.

If you did not click **Confirm planned work time** before you clicked **Submit** you will see the error message above. Please complete this step.

Your request has now been submitted to your line manager or their delegate to review and either approve or reject. Once your request has been processed, you will be sent an email to inform you of the outcome.

While your request is awaiting authorisation the leave dates will show in your calendar with red text to show they have not yet been authorised. If your request has been authorised, the text will be black.

Once your request has been authorised 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.

**Uploading absence documents**

Following authorisation you can now upload any relevant absence documents e.g. the Med3 / Sick / Fit notes.

Click **Absence Documents** on the left hand menu.
Select **Upload a new document**

Click **File name** to select file from your computer. Please note the University has requested that you use the naming convention:

- yyyyymmdd (start date) yyyyymmdd (end date) surname name document
- e.g. For a return to work form for a two-day absence for Joe Bloggs it would be – 20190103 20190104 Bloggs Joe return to work
- Or a medical certificate would be – 20190101 20190125 Bloggs Joe med cert

It is essential these naming conventions are used to assist payroll and ensure consistency with document storage in Staff Connect across the University.

Select the appropriate **Category**
Add any comments if required

Click Submit