

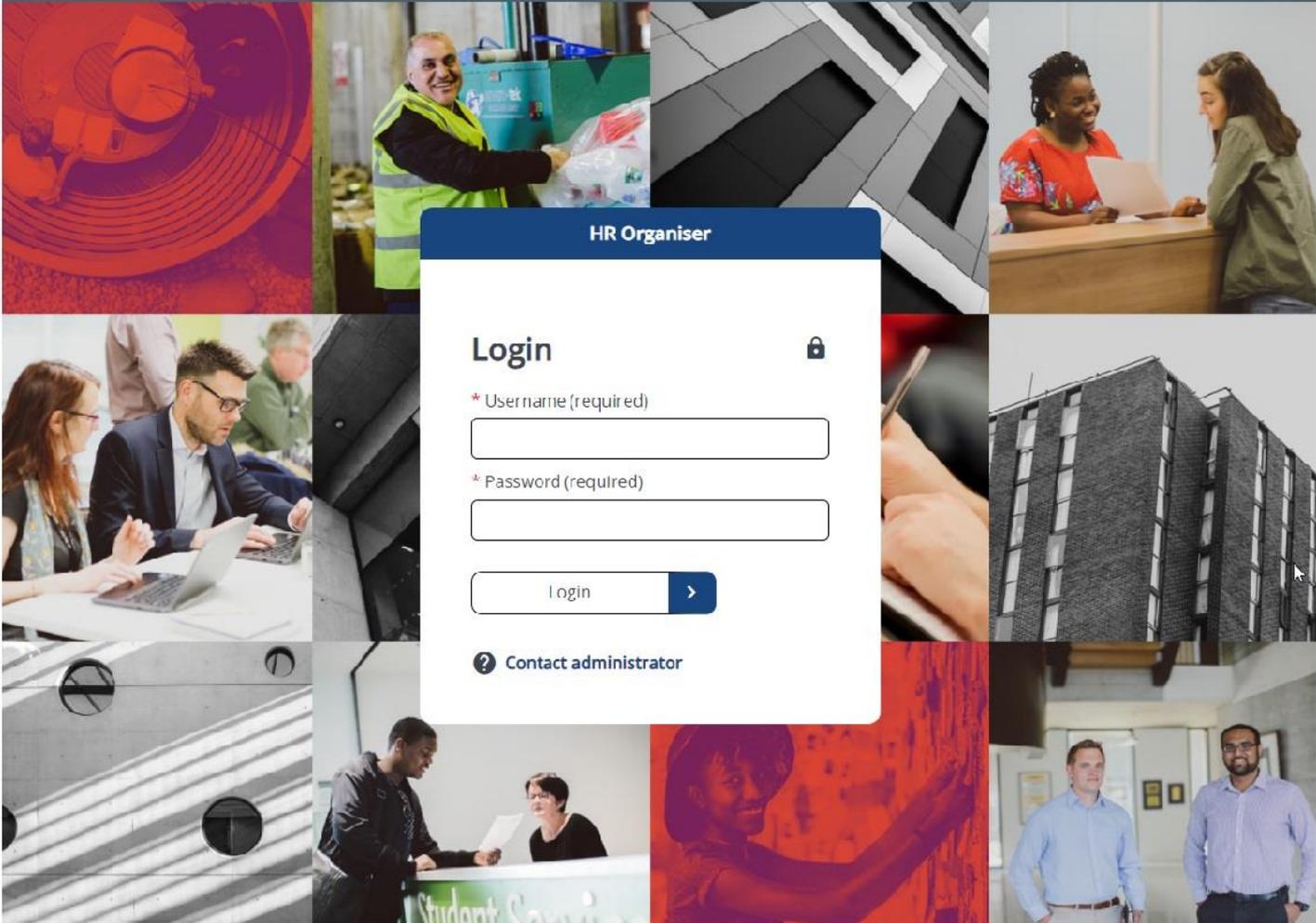


University of Essex

HR Organiser

Sickness & Other Absence

[Log in here](#)



HR Organiser

Login 

* Username (required)

* Password (required)



 [Contact administrator](#)

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Sickness Absence

Your manager will log the start date of your sickness in People Manager once you alert them to your absence. On your return to work you should log in to HR Organiser and enter the end date and reason against your sickness record.

After logging in to HR Organiser, select the 'View all sickness' link from the homepage.



This will list your current sickness absence records; please select the relevant date to open and update a record. Enter the reason, the end date, and choose from the 'Full or part day' drop down. Please note that if you work part-time hours, for example mornings only, then one morning off will count as a "full day" off if it includes all of that day's working hours.

Sickness details

- * Absence type (required)
Sickness
- * Absence reason (required)
Back Problems
- * Sickness period (required)
More than one day
- * Start date (dd/mm/yyyy) (required)
15/02/2022
- * Full or part day (required)
Full day
- * End date (dd/mm/yyyy) (required)
16/02/2022
- * Full or part day (required)
Full day

If you were only absent for an afternoon, your manager will record this with a start type of 'Afternoon', however you should still enter the end date the same as the start date and choose 'Full day' from the drop-down. The 'Sickness period' will remain as 'More than one day' for now but will correct itself once you click 'Save'. By recording the absence in this way, this will ensure you are correctly recorded as only having a half day absence.

* Absence type (required)

Sickness x ▾

* Absence reason (required)

Back Problems x ▾

* Sickness period (required)

More than one day ▾

* Start date (dd/mm/yyyy) (required)

15/02/2022 📅

* Full or part day (required)

Afternoon x ▾

* End date (dd/mm/yyyy) (required)

15/02/2022 📅

* Full or part day (required)

Full day x ▾

More information on sickness leave can be found on the [Staff Directory](#).

Sickness FAQs

Who will be able to view my sickness record?

Your manager and appropriate members of the People & Culture team.

How safe is my personal information on HR Organiser?

You can be assured that the information you provide will be held securely and treated as strictly confidential in accordance with the requirements of the Data Protection Act.

What date should I put as my end date?

This should be the last day you were sick (would be unable to attend work) – not the date you returned to work. This could be a non-working day e.g. if you were still sick over the weekend but were able to return on Monday.

What happens if I don't complete my end date upon my return to work?

If you don't input your end date you will continue to be recorded as absent from work and this may affect your pay status if it continues. You and your manager will be sent reminders by email to complete your end date.

What happens if the sickness absence is not reported correctly?

You may be over- or under-paid Occupational Sick Pay and Statutory Sick Pay, so it is really important that it is recorded accurately in the system. If you do notice an error, please notify your manager as soon as possible so they can update the record for you.

When will I be notified about any sick pay deductions?

You will be notified in writing one month before any changes to your pay.

What if my illness does not fall easily into a category or falls under multiple categories?

Please choose a category from the drop-down list which fits the main symptom you have. Your manager will be able to add more detailed information about your reason as a part of the 'return to work' interview process.

When should an absence be recorded as a work-related absence?

A work-related absence is when a sickness absence is perceived by the manager or employee to be related to work e.g. would not have occurred if it weren't for them being at work.

Why is my manager asking me to attend a return to work interview?

As part of supporting employees when they return to work, it is important that your manager meets with you to ensure you are fit to work and to discuss any issues that may be concerning you, to agree workload etc.

My manager has said they are going to refer me to Occupational Health, why?

Occupational Health plays a valuable role in supporting staff and Managers. Occupational health can provide support to the employee by signposting them to things that may help them, such as counselling, and by advising on things like a phased return to work when employees have been absent for more than four weeks. More information can be found on the [Occupational Health web pages](#).

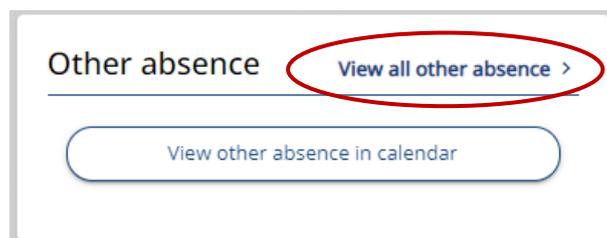
What is a phased return to work?

When an employee has been absent from work for approximately four weeks or more, we offer an opportunity for them to return on reduced hours for a limited period of time, gradually building back up to their contracted hours over up to a four week period. During this time, you will be paid for your normal contracted hours.

Occupational Health advises on the appropriate pattern in these cases. More information on phased return to work can be found in the [Sickness Absence Policy](#).

Other Absence

Other absence, both paid and unpaid, will be logged by your reporting manager. You are able to view this record in HR Organiser by clicking on the 'View all other absence' link from the homepage or under the 'My leave' section.



You may need to amend the search criteria, such as start date, to view all recorded absences. Click on the record to see more details about that absence.

Absence records

i Searching with neither Start date nor End date will return all absences.

All Holiday Sickness **Other**

Type: All Status: Not refused

Start date (dd/mm/yyyy): 01/01/2022 End date (dd/mm/yyyy):

Search

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
10 Jan 2022	11 Jan 2022		Paid Absence	View Details Print Details Add to My List	Not applicable	

If any of the information recorded is incorrect, please contact your reporting manager who will be able to update this for you.

Further information on the Other Absence policy can be found on the [Staff Directory](#).

Contact Us

For general HR Organiser queries please contact the [Commercial Applications Helpdesk](#)

For any questions about the sickness or other absence policies please contact staffing@essex.ac.uk