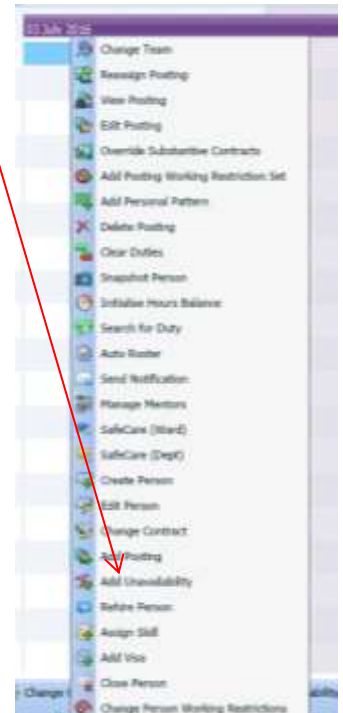


How to record sickness absence, Occupational Health referrals + return to work meeting

To enter a sickness for a staff member into Health Roster, find their roster and the date in which the sickness date begins from. Right click on that date and select Add Unavailability.

You will then see the box below in which you can enter the full details of the sickness. In the box 'Group' please select Sickness. In the 'Reason' box please select the most suitable sickness reason. For those that used the old system, we no longer use the secondary sickness reason; therefore this box will show empty.

The screenshot shows the 'Add Unavailability' dialog box. The 'Group' dropdown is highlighted with a red arrow pointing to the text 'Sickness'. The 'Reason' dropdown is also highlighted with a red arrow. The 'Start' and 'End' date and time fields are clearly visible. The 'Work Time' table is empty, and the 'Notes' section is also empty.



Please enter the sickness start and end date. If the sickness end date is unknown and it is approaching lock down period, please extend the sickness date to at least 3-4 days past the lockdown deadline. If the staff member returns back to work before that date, this can be amended using a Data Amendment Form.

Once all this information has been entered please see the below example:

Add Unavailability

New Unavailability Details for []

Group: Sickness State: Approved

Reason: S10001 - S10001 Anxiety Secondary Sickness Reason: -

Start: 04/07/2016 07:00 Certification: []

End: 04/07/2016 23:59 Industrial Injury: [] Third Party: -

Duration: 1 Return To Work Interview: [] Date: []

Refer To Occ Health: [] Date: []

Next Steps

No Action Cancel Demand Send To Bank

Work Time

Week Start: 03/07/2016 Refresh

Posting	03/07 Su	04/07 Mo	05/07 Tu	06/07 We	07/07 Th	08/07 Fr	09/07 Sa	Total Hours
[]		07:30						07:30
		00:00						00:00

Notes

[]

OK Cancel

Please ensure the hours at the bottom reflect the working pattern hours. You can enter the sickness certification in the box here, any sickness 7 days and under can be self-certified, over 7 days needs to be medically certified.

If the staff member needs to be referred to Occupational Health, please tick here and enter the date the staff member was referred.

When the manager has completed the Return to Work Interview please tick here and enter the date this was completed.

You can enter any notes in the box at the bottom.