## **Employee Guide 6: Absences**

This guide explains how to manage absences effectively and efficiently. It provides step-by-step instructions on accessing and tracking various leave types, including holidays and sickness, through the Employee Dashboard. By utilising the calendar and filtering options, users can easily monitor their absence records.

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## **Accessing Absences**

1. From your **Employee Dashboard**, click on **"My Time"** to access all absence-related information, including holiday, sickness, and other leave types.

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- 2. You will be directed to the "My Time" Overview page. Here, you can:
  - View your holiday balance
  - Book holiday
  - Check your sickness calendar
  - Add or view other absences



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3. To see an overview of your absences, click "Calendar".

4. In the calendar view, you can:

- Filter by **Flexitime**, **holiday**, **sickness**, and other leave types.
- Switch between day, week, or month views.
- Apply additional filters to find specific absence records.

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5. To go back to the "My Time" Overview, click "Overview".

6. From the **Overview** screen, you can view sickness absences directly by clicking the **"View Sickness in Calendar"** button.

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7. Click **"View All Sickness"** to see a complete list of your recorded sickness absences.

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8. Use the **filters** to select the relevant fields and date range. Click **"Search"** to generate a list of absences that match your criteria.

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## Logging Non-Sickness Related Absence

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9. From your Employee Dashboard, click "Add Other Absence".

10. Use the **drop-down menu** to choose the appropriate **absence type**.

	Other absence details	
	*Absence type (required)	
	Please choose	
	Fertility Treatment (Paid)	
	Flexi (Paid)	
د.	Jury Service (Paid)	
	Medical Appointment (Paid)	
alt	Other Paid	
	Parental Leave (Unpaid)	
		1

11. Use the **drop-down menu** to specify the **absence period**.

Jury service (Paid)	~ •
*Absence period (required)	
Please choose	
Part day	
Full day	
More than one day	

12. Click the **calendar icon** to select the date your absence will begin.

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	*Absence period (required)	
	Full day	× +
	* Start date (dd/mm/yyyy) (required)	
The second	*Position (required)	
	× All Jobs>	X 💌
	Notes	

13. If needed, enter any relevant information in the **Notes** section. Click **"Save"** to submit your request.

Notes
Save Cancel

- 14. A **confirmation pop-up** will appear, indicating your request has been saved. You will have the option to:
  - "Book Another Absence"
  - "Back to Dashboard" to return to the main screen.

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	< Back to Dashboard	
	Other absence details	
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## **Viewing Absence requests**

15. From your **Employee Dashboard**, click **"View All Other Absence"** to see a list of submitted requests.

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Current vacancies	View sickness in calendar + Add other absence	30	31				
	View other absence in calendar	+	8	Add event			
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16. Use the available filter options to refine your search.

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17 Sep 2024	17 Sep 2024	Parental Leave (Unpaid)	HR Imp	Systems lementation Assistant	Not applicable	e		

17. Select a **Start Date** and **End Date** to view absences within a specific period.

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18. Click **"Search"** to display relevant absence records.

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Search										

19. From the dashboard, you can also click **"View Other Absence in Calendar"** to switch to a calendar view.

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20. In the calendar view, apply filters as needed to find specific absence records.

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