

Introduction

The document explains how to report absence on ActivAbsence.

ActivAbsence is our third party software for managing absence and holidays, and it is fully data compliant.

Reporting Absence

Absence should be reported in line with ASLGN128 Absence Reporting Procedure v3.0, which is available on the Policies & Certs page of the Staff Intranet.

Absence should be reported to your line manager, and your line manager will report your absence on ActivAbsence.

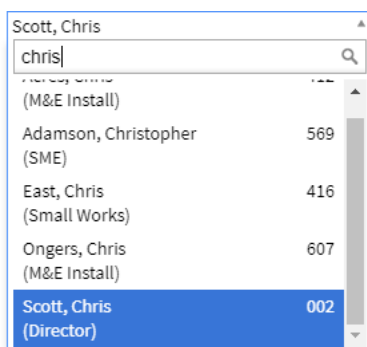
Line Manager will log into ActivAbsence and report an absence as follows:

Click on Report absence:

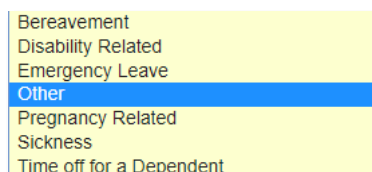


Complete all required data fields:

Start typing the employee name and select the correct employee.



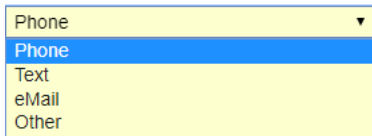
Select the reason for absence from the drop down menu



Enter the start time of the absence. This should be the start of a work day assuming that the employee has complied with the guidance in ASLGN128 Absence Reporting Procedure v3.0 i.e. they have reported their absence at least 30 minutes before the start of their work day.

Select the start date and expected return date.

Select the method of notification of absence. This should be by phone assuming that the employee has complied with the guidance in ASLGN128 Absence Reporting Procedure v3.0 i.e. they have called in to their line manager to report their absence.



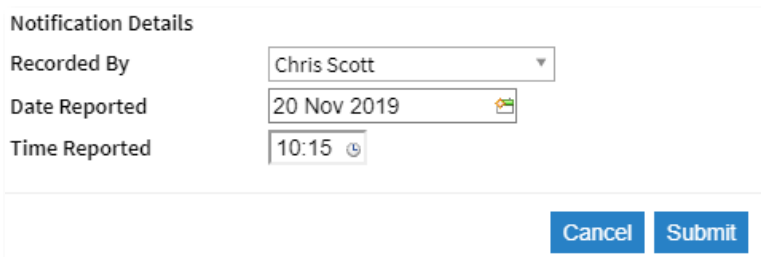
A dropdown menu with a yellow background. The selected option is 'Phone', which is highlighted in blue. Other visible options are 'Text', 'eMail', and 'Other'.

Add any comments which explain the reason for their absence.



A text input field with a light gray border. To its left is the label 'Comments'.

Notification details should be pre-populated and don't need amending.



A form titled 'Notification Details'. It contains three fields: 'Recorded By' with a dropdown menu showing 'Chris Scott', 'Date Reported' with a date picker showing '20 Nov 2019', and 'Time Reported' with a time picker showing '10:15'. At the bottom right are two buttons: 'Cancel' and 'Submit'.

You can now click submit and an absence will have been reported.

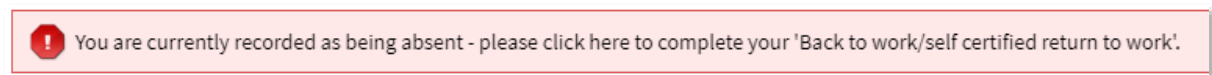
After submission, line manager will receive a confirmation email of the reported absence, as will the employee who has been reported absent.

Returning to work: Self-Certification

When an employee who has been reported absent, returns to work, the employee needs to complete a self-certification and the line manager needs to complete a return to work interview. Self-certification and Return to Work interviews are both completed on ActivAbsence.

Self-Certification

Log into ActivAbsence and you will see a notification bar at the top of the screen which says that you are currently absent.



A red notification bar with a white exclamation mark icon on the left. The text inside reads: 'You are currently recorded as being absent - please click here to complete your 'Back to work/self certified return to work'.'

Field staff who have a PDA will need to click on 'full site' to be able to see this message



Clicking on the link brings up the self-certification form. Complete all data fields and Submit

Back to work/self certified return to work

Date returned to work *	<input type="text"/>
Date returned to work was a part day?	<input type="radio"/> Yes <input type="radio"/> No
Number of days absent?	<input type="text"/>
Was this absence work-related?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Was this absence caused by an accident at work?	<input type="radio"/> Yes <input checked="" type="radio"/> No
What was the cause of this absence? *	<input type="text"/>
Did you consult a doctor?	<input type="radio"/> Yes <input checked="" type="radio"/> No
What was the date you visited the doctor?	<input type="text"/>
Do you feel that you have fully recovered from this absence?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is there anything the company can do to support you?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, please comment. This will be sent to your manager	<input type="text"/>

Notes

- On return to work, the Employee will complete the Self Certification form
- The Manager / Supervisor will then acknowledge the form, confirming that they have reviewed the absence and that the form is a true account of the reason for absence.
- In the event of absence exceeding 7 continuous (not working) days due to sickness or injury, a medical certificate must be submitted to the Company as soon as possible (the Manager / Supervisor should attached a scanned copy to this form). Thereafter, further Certificates must be submitted covering all absence until you resume work
- Failure to notify the Company on the first day of absence, provide Medical Certificates for any absence exceeding 7 continuous days or provide false information could result in payment from the Company's Sick Pay Scheme and Statutory Sick Pay being withheld. It could also result in Disciplinary Action.

By submitting this form, I confirm that the statements I have made above are complete and accurate. I understand that to give false or misleading statements is a disciplinary offence which could lead to dismissal. In cases or repeated absence due to sickness the Company reserves the right to refer me to a doctor.

Employee Acknowledgement*

Acknowledge

Your line manager will be informed that you have carried out this action so a return to work interview can be scheduled, if necessary

Cancel

Submit

Date returned to work is the date on which you have returned to work.

You can select whether you returned to work part way through the working day

Enter the number of days for which you have been absent.

Select whether your absence was work-related.

Select whether your absence was caused by an accident at work

Select the cause of your absence

- Bereavement -
- Disability Related - Disability Related
- Emergency Leave - Bereavement
- Emergency Leave - Care for Dependant
- Emergency Leave - Family Emergency
- Emergency Leave - Funeral
- Other - Other
- Pregnancy Related - Pregnancy Related
- Sickness - Back/Orthopaedic
- Sickness - Chest Infection
- Sickness - Cold/Flu
- Sickness - Ear Infection
- Sickness - Gastrointestinal/Stomach Upset
- Sickness - Gynaecological
- Sickness - Migraine/Headache
- Sickness - Pregnancy Related
- Sickness - Stress/Anxiety
- Sickness - Urinary Infection
- Sickness - Accident/Injury
- Sickness - Other
- Time off for a Dependent - Time off for a Dependent

Select whether you consulted a doctor

If you consulted a doctor, select the date on whether you consulted a doctor.

Select whether you feel whether you have fully recovered from the absence

Select whether there is anything the company can do to support you, and add comments in the next data field on how you feel we can support you.

Click Acknowledge and your name will be auto populated in the acknowledgment data fields.

Click Submit.

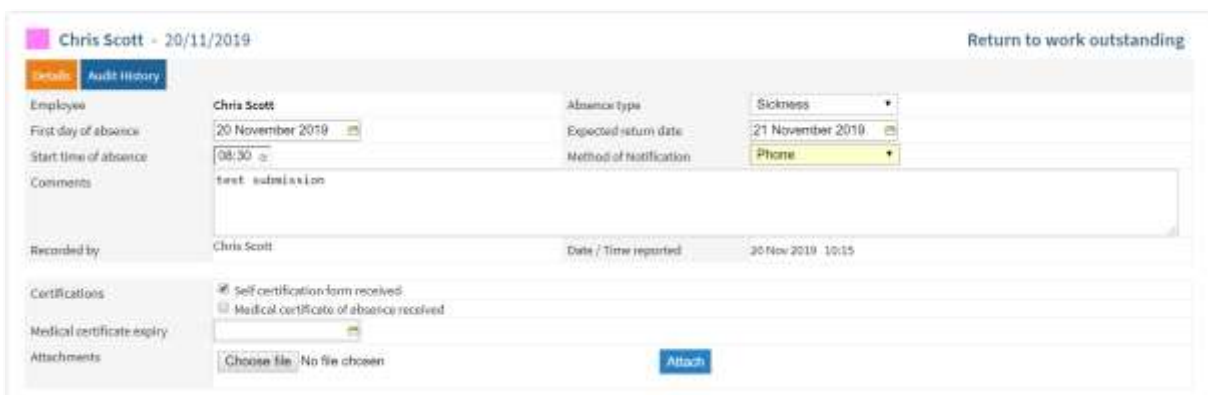
You will receive a notification email to say that you have completed your self-certification. Your line manager will also receive an email notification to say that you have submitted a self-certification, and they now need to complete a return to work interview with you.

Returning to work: Return to Work Interview

Return to work interviews should be completed as soon as notification has been received that an employee has returned to work. Notification can be verbally over the phone, in person, or via automated emails through ActivAbsence, once an employee has completed a self-certification.

Locate the employee's absence record within ActivAbsence. The easiest way for line managers to do this is to click on the link within the self-certification notification email.

The Return to Work form will display a summary of the employee's absence:



Chris Scott - 20/11/2019 Return to work outstanding

Details **Audit History**

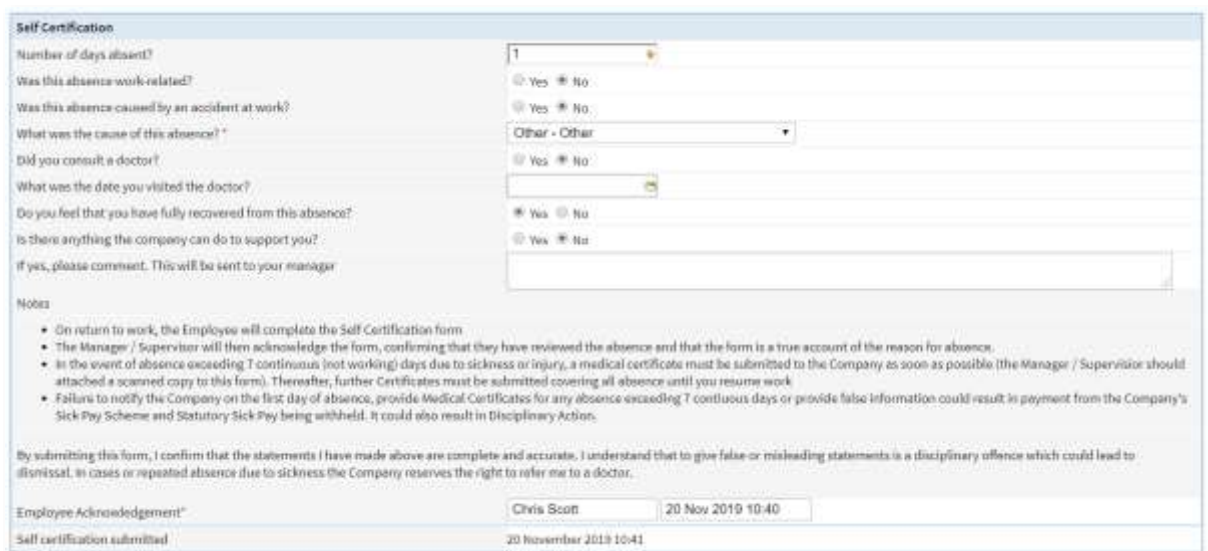
Employee: Chris Scott
 First day of absence: 20 November 2019
 Start time of absence: 08:30
 Comments: test submission
 Recorded by: Chris Scott
 Date / Time reported: 20 Nov 2019 10:15

Absence type: Sickness
 Expected return date: 21 November 2019
 Method of notification: Phone

Certifications:
☒ Self certification form received
☐ Medical certificate of absence received

Medical certificate expiry:
 Attachments: Choose file No file chosen Attach

The Return to Work form will display a summary of the employee's self-certification:



Self Certification

Number of days absent? 1
 Was this absence work-related? Yes No
 Was this absence caused by an accident at work? Yes No
 What was the cause of this absence? * Other - Other
 Did you consult a doctor? Yes No
 What was the date you visited the doctor?
 Do you feel that you have fully recovered from this absence? Yes No
 Is there anything the company can do to support you? Yes No
 If yes, please comment. This will be sent to your manager

Notes

- On return to work, the Employee will complete the Self Certification form
- The Manager / Supervisor will then acknowledge the form, confirming that they have reviewed the absence and that the form is a true account of the reason for absence.
- In the event of absence exceeding 7 continuous (not working) days due to sickness or injury, a medical certificate must be submitted to the Company as soon as possible (the Manager / Supervisor should attached a scanned copy to this form). Thereafter, further Certificates must be submitted covering all absence until you resume work
- Failure to notify the Company on the first day of absence, provide Medical Certificates for any absence exceeding 7 continuous days or provide false information could result in payment from the Company's Sick Pay Scheme and Statutory Sick Pay being withheld. It could also result in Disciplinary Action.

By submitting this form, I confirm that the statements I have made above are complete and accurate. I understand that to give false or misleading statements is a disciplinary offence which could lead to dismissal. In cases of repeated absence due to sickness the Company reserves the right to refer me to a doctor.

Employee Acknowledgement* Chris Scott 20 Nov 2019 10:40
 Self certification submitted 20 November 2019 10:41

You need to read the content of the self-certification before completing the return to work interview.

The first part of the form is to confirm the return to work date, whether the employee returned part through the day, and complete the relevant data fields on how and when the return to work interview is being carried out.

Return to work

Note: It is important that every employee should appreciate that whenever they are absent from work, an important member of the team is missing.

First day of absence: 20 Nov 2019
This value will not refresh until this record is saved

Date returned*: 20 November 2019 Setting this value will move the absence to the 'Return to Work' stage from 'Currently Absent'

Returned part way through the return date? ☐ Yes ☒ No

Interview carried out by*:

Interview carried out on*:

How was the Return to Work interview conducted?

The next part of the form is to details about the absence and if there is anything we can do to assist them moving forward.

Was the absence work related? ☐ Yes ☒ No

Was this absence caused by an accident at work? ☐ Yes ☒ No

Do any trends seem to be appearing from their absences? ☐ Yes ☒ No

What was the cause of this absence?*:

Did the employee seek medical attention? ☐ Yes ☒ No

If so, have they been given any treatment for this condition? ☐ Yes ☒ No

If so, what?

Has the doctor indicated any limitations on the employees duties as per their 'fit note'? ☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

If they have received treatment for this condition, has their doctor advised them of any side-effects which could interfere with their duties? ☐ Yes ☒ No

Have they suffered from this type of illness in the past year? ☐ Yes ☒ No

If so, when and how long did this last (approx)?

Does the employee feel that they have fully recovered from their illness and is fit to return to work? ☐ Yes ☒ No

Is there anything they would like to tell you which is affecting their recovery or the likelihood of this illness happening again?

Does the employee feel there is anything you can do to support them? ☐ Yes ☒ No

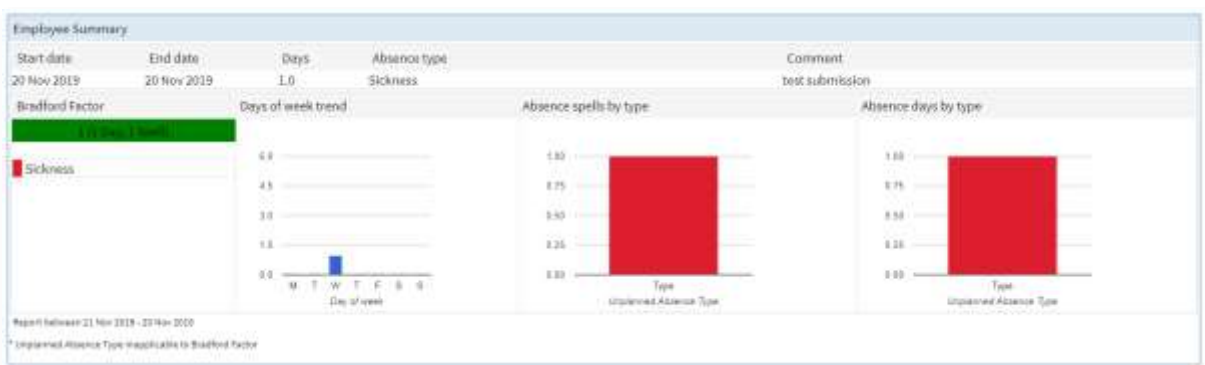
Has the fit for work note been sent to HR? ☐ Yes ☒ No

Any other comments?

Action required/undertaken?

If an absence is work related or was caused due to an accident at work, the HR and the Operations Director need notified immediately following submission of the return to work form.

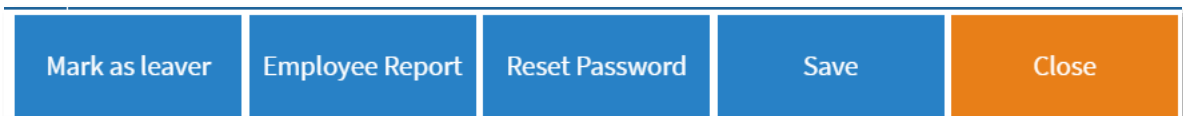
The later part of the form will give a summary of th employees absence histiry, to assist you in your return to work interview.



After completing the return to work interview and reviewing all information on the form, you now need to save the form.



You will be returned to the employee's summary info page, which you can close.



Remember that if an absence is work related or was caused due to an accident at work, the HR and the Operations Director need notified immediately following submission of the return to work form.