

## Introduction

The document explains how to report absence on Activ Absence.

Activ Absence 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 the Absence Policy and Procedure, 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 Activ Absence.

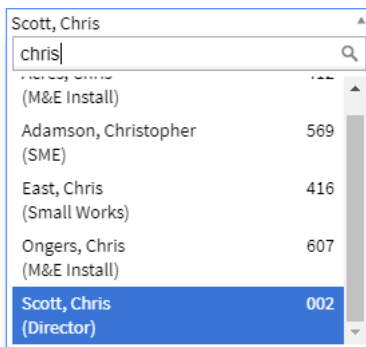
Line Managers will log into Activ Absence and report an absence as follows:

Click on Report absence:

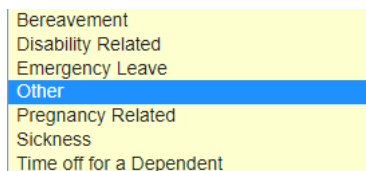


Complete all required data fields:

Start typing the employee name and select the correct employee.



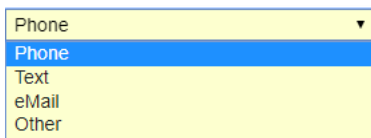
Select the reason for absence from the drop down menu



Enter the start time of the absence. This should be the start of a work day assuming that the employee has complied with absence reporting procedures 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 absence reporting procedures i.e. they have called in to their line manager to report their absence.



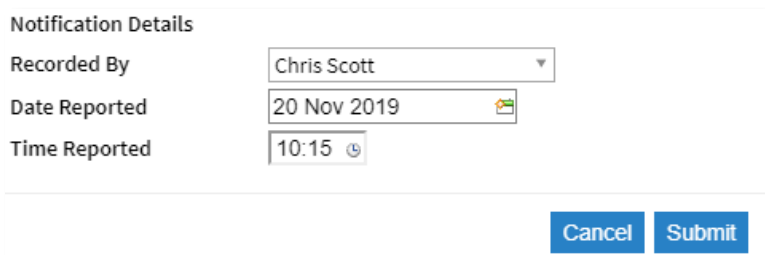
A dropdown menu with a yellow background and a blue border. The selected option is 'Phone', which is highlighted in blue. Other options listed are 'Text', 'eMail', and 'Other'.

Add any comments which explain the reason for their absence.



A text input field with the label 'Comments' to its left. The field is empty and has a small cursor icon in the bottom right corner.

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



A form titled 'Notification Details' with three fields: 'Recorded By' (Chris Scott), 'Date Reported' (20 Nov 2019), and 'Time Reported' (10:15). There are 'Cancel' and 'Submit' buttons at the bottom right.

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

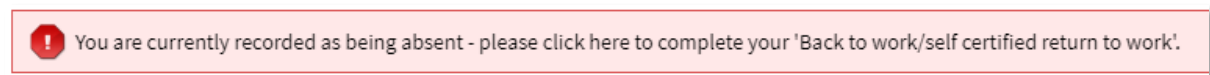
After submission, line managers will receive a confirmation email of the reported absence, as will the employee who has been reported absent.

### 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 Activ Absence.

#### Self-Certification

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



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\*

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

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 Activ Absence, once an employee has completed a self-certification.

Locate the employee's absence record within Activ Absence. 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	Absence type	Sickness
First day of absence	20 November 2019	Expected return date	21 November 2019
Start time of absence	08:30	Method of Notification	Phone
Comments	test submission		
Recorded by	Chris Scott	Date / Time reported	20 Nov 2019 10:15

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?

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? \*

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\*

Self certification submitted

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   
This value will not refresh until this record is saved

Date returned\*  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\*  [Myself](#)

Interview carried out on\*

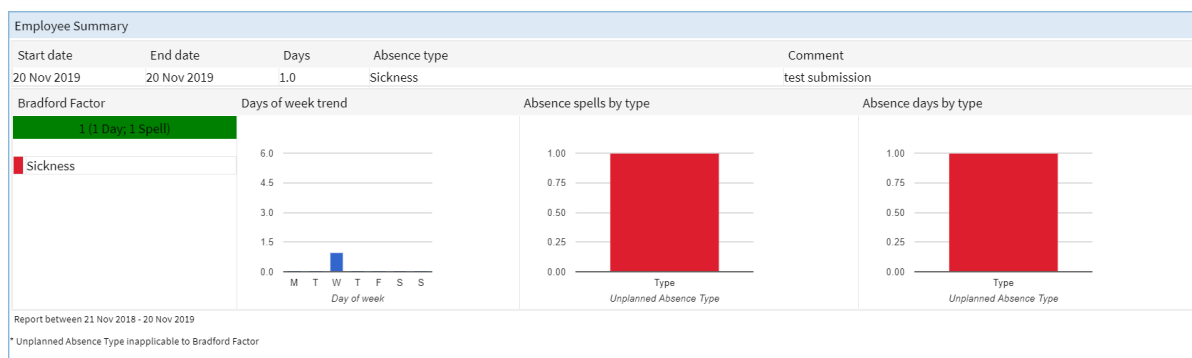
How was the Return to Work interview conducted?

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?	<input type="radio"/> Yes <input type="radio"/> No
Was this absence caused by an accident at work?	<input type="radio"/> Yes <input type="radio"/> No
Do any trends seem to be appearing from their absences?	<input type="radio"/> Yes <input type="radio"/> No
What was the cause of this absence?*	<Please Select>
Did the employee seek medical attention?	<input type="radio"/> Yes <input type="radio"/> No
If so, have they been given any treatment for this condition?	<input type="radio"/> Yes <input type="radio"/> No
If so, what?	<input type="text"/>
Has the doctor indicated any limitations on the employees duties as per their 'fit note'?	<input type="radio"/> Yes <input type="radio"/> No
• A phased return to work	<input type="radio"/> Yes <input type="radio"/> No
• Altered hours	<input type="radio"/> Yes <input type="radio"/> No
• Amended duties	<input type="radio"/> Yes <input type="radio"/> No
• Work place adaptations	<input type="radio"/> Yes <input type="radio"/> No
If they have recieved treatment for this condition, has their doctor advised them of any side-effects which could interfere with their duties?	<input type="radio"/> Yes <input type="radio"/> No
Have they suffered from this type of illness in the past year?	<input type="radio"/> Yes <input type="radio"/> No
If so, when and how long did this last (approx)?	<input type="text"/>
Does the employee feel that they have fully recovered from their illness and is fit to return to work?	<input type="radio"/> Yes <input type="radio"/> No
Is there anything they would like to tell you which is affecting their recovery or the likelihood of this illness happening again?	<input type="text"/>
Does the employee feel there is anything you can do to support them?	<input type="radio"/> Yes <input type="radio"/> No
Has the fit for work note been sent to HR?	<input type="radio"/> Yes <input type="radio"/> No
Any other comments?	<input type="text"/>
Action required/undertaken?	<input type="text"/>

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.