Starting point: Log in to HR Self-Service > Employee Dashboard

**Note** * If you are absent, follow local procedures for notifying your manager and/or HR administrator of the absence. If you have a fit note, provide this to your manager and/or HR administrator in accordance with local practice.

1. **Complete absence details**

Once your manager/HR administrator has recorded your absence on HR Self-Service, you will receive an email (to your work account). A system notification will also appear in your HR Self-Service dashboard. On your return to work, you must complete in HR Self-Service the length of time that you were away and the reason for your absence.

1. Select the **Leave and Absence** icon on the left side of the navigation bar. This opens the **My Requests** screen.

**Note** * The sick record appears alongside annual leave requests in reverse chronological order. If you have 3 or more future annual leave requests, use the arrows to navigate through the list.

2. In the **My Requests** widget, you will note the status **Action Required**, on the **Sick Leave record**.

3. Click on the ellipsis (three dots) on the right-hand side and then select **Edit**. The **Edit Request** screen opens.

4. Enter the **End Date** of your absence. If you were off for one day, then the end date would be the same as the start date.

5. Click on the drop-down arrow to select the **Reason** for your absence.
6. If you select **Other** as a reason, enter the reason in the **Comments** tab.

   ![Comments tab](image)

7. Click **SUBMIT** bottom right, a success message will appear. Wait for the dark green line to fill.

8. Your Sick Leave record has been **Approved** and will be now submitted to your Manager for review.

   ![Approved button](image)

**Note** * Only use the **Comments** tab if you have selected ‘Other’ as a reason.