

How to view Sickness Entitlement - Electric

Find the person:

The screenshot shows the iTrent HR system interface for Miss Betsy Smith. The left sidebar contains navigation options: ORGANISATION (Mole Valley District Council), PEOPLE (Results 1 Person, Surname search, Select all, Save this group), and SICKNESS ABSENCE LIST (Show all, 11/11/2019, 04/11/2019). The main content area displays personal and employment details, a calendar for November 2019, and a 'LINKS' section. The 'Absence' link in the 'LINKS' section is highlighted with a blue arrow.

Click on Absence

Then select Sickness Entitlement Summary

This is a close-up of the 'SICKNESS ABSENCE LIST' sidebar from the previous screenshot. It shows a 'Show all' button and a list of absence dates: 11/11/2019 and 04/11/2019. The date 11/11/2019 is highlighted with a blue box, and a blue arrow points to it from the text below.

Click into most recent absence here

If the sickness has been calculated up to date the screen will show as below (there won't be an expiry button as below)

Sickness entitlement summary MISS

Absence details
Calculated to date 14/11/2019

Employment details
Position Electric Admin Assistant

Period details
Absence scheme type OSP - Sickness
Length of service at relevant date 0 year(s) 5 month(s) 10 day(s)
Scheme name MV Sickness Scheme
Membership dates 01/06/2019 -

| Band/Rate | Full | Already used | Available | Used by absence | Available at end |
|-----------|---------|--------------|-----------|-----------------|------------------|
| 1: 100 | 22 days | 1 | 21 | 4 | 17 |
| 2: 50 | 44 days | 0 | 44 | 0 | 44 |

If the sickness has not been calculated (see screen below), you'll need to calculate it to show the entitlement that is left at the end of the latest period of sickness:

Sickness entitlement summary MENU

Absence details
Calculated to date Calculation pending

Employment details
Position Electric Admin Assistant

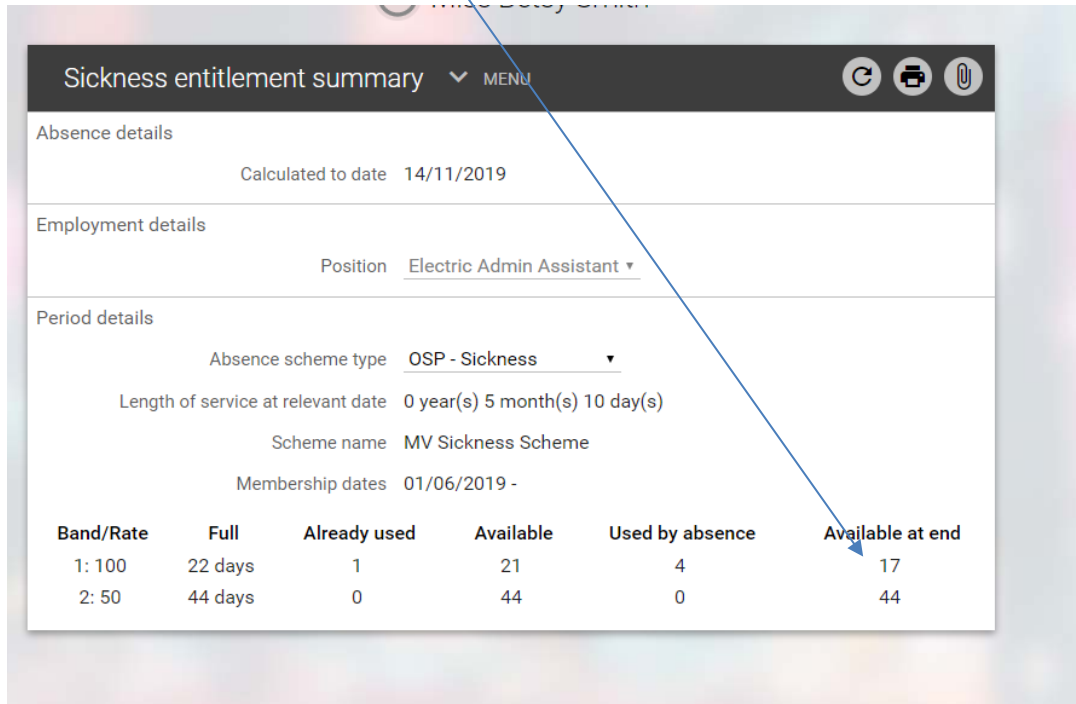
Period details
Absence scheme type OSP - Sickness
Length of service at relevant date 0 year(s) 5 month(s) 10 day(s)
Scheme name MV Sickness Scheme
Membership dates 01/06/2019 -

| Band/Rate | Full | Already used | Available | Used by absence | Available at end |
|-----------|---------|--------------|-----------|-----------------|------------------|
| 1: 100 | 22 days | 0 | 22 | 0 | 22 |
| 2: 50 | 44 days | 0 | 44 | 0 | 44 |

EXPIRY DATE

Click on expiry and this will calculate the sickness entitlement left after that period of sickness.

The entitlement will show here



Sickness entitlement summary

Calculated to date 14/11/2019

Position Electric Admin Assistant

Absence scheme type OSP - Sickness

Length of service at relevant date 0 year(s) 5 month(s) 10 day(s)

Scheme name MV Sickness Scheme

Membership dates 01/06/2019 -

| Band/Rate | Full | Already used | Available | Used by absence | Available at end |
|-----------|---------|--------------|-----------|-----------------|------------------|
| 1: 100 | 22 days | 1 | 21 | 4 | 17 |
| 2: 50 | 44 days | 0 | 44 | 0 | 44 |

1:100 means full pay

2:50 means half pay

The scheme operates on a rolling 12 month basis so any sickness 12 months prior to the first day of a sick period will have been deducted from the entitlement.

The entitlement is calculated on the first day of sickness and will remain the same through that period of sickness.

Further for advice/information, please speak to HR about sickness entitlement and expiry dates.