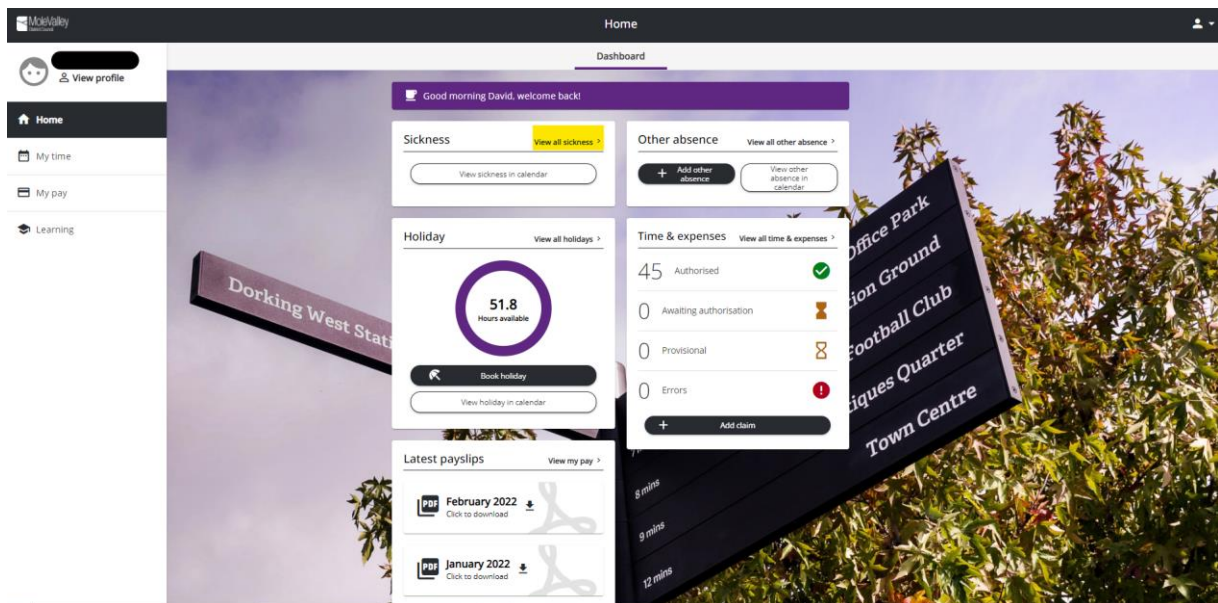
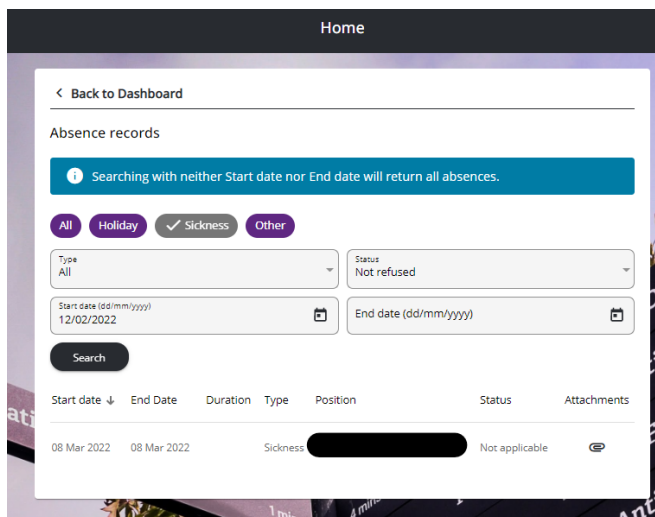


Ending a Sickness Absence

Select **Sickness** on the dashboard then **view all sickness**



The list of all sickness absence is shown, when you hover over the required absence a hyperlink appears, click the absence to amend



You will then be able to amend the details regarding that occasion of sick. When you add the end date this completes the record. Click **SAVE** when complete.

< Back to Absence records

Sickness details

* Absence type (required)
Sickness × -

* Absence reason (required)
[Redacted] × -

Hide absence reason

* Sickness period (required)
More than one day × -

* Start date (dd/mm/yyyy) (required)
08/03/2022 📅

* Full or part day (required)
Full day × -

* End date (dd/mm/yyyy) (required)
[Empty] 📅

* Full or part day (required)
Please choose -

* Position (required)
[Redacted] -

Notes
[Empty text area]

Authorisation
Not applicable

[Save](#) [Cancel](#) [+ Add sickness](#)
