



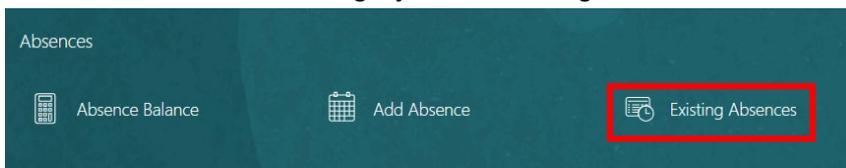
Open fusion and click the “my team” tab at the top.



From the items on the left click “show more”.



Under the “absences” category click “existing absences”.



Find and click the employee’s name you are updating

In the next screen find the relevent absence and click the pencil icon at the right hand side.

Sickness: 0 Calendar Days  
24-Feb-2024 - Open ended

In progress



To close the absence untick the open-ended absence box and enter the correct end date.  
**Please note, sickness absences should be ended on the last working day prior to the employee’s return to work.**

## When

**\*Start Date**

24-Feb-2024 

Open ended

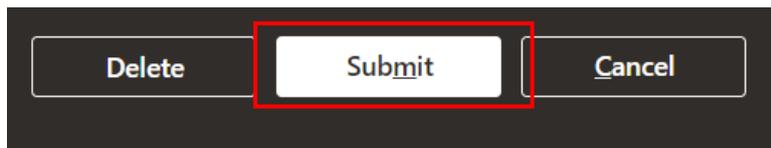
**\*End Date**

05-Mar-2024 

Absence Duration **7** Calendar Days

Once the end date is entered, the system will automatically populate the absence duration based on the employee's allocated work pattern. If no work pattern is allocated to the employee, it will use the default pattern of Mon to Fri. To request an update to an employee's work pattern, please raise a service request via the helpdesk.

Once the end date is populated, click submit at the top right-hand side of the page.



Please note a manager can delete a sickness absence that has been entered in error by navigating to My Team > Existing Absences.

Select the correct employee and click the pencil icon next to the appropriate absence. Click delete at the top right hand side of the page to remove the absence.

**If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk).**