

## How to record a sickness absence in MyView

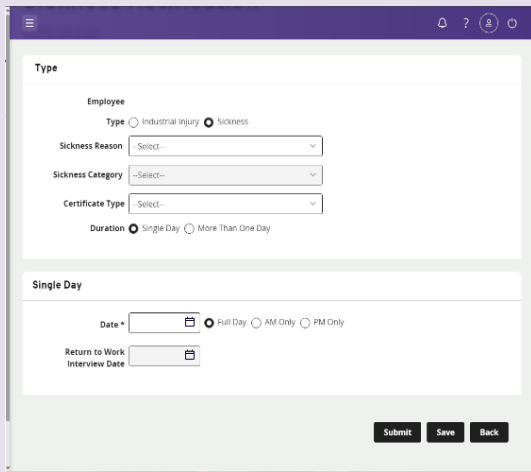
*Note: the **SAVE** button should **NOT** be used when recording any absence*

Click on:

- the Employee
- Employee Sickness Notification
- Sickness Notification
- Notify Sickness (bottom right)

Enter:

- Sickness reason
- Certificate type and duration



## Certificate type guidance - recording an employee absence

### Absence between 1 and 7 days (Self-certified):

- Employees should self-certify for the first 7 days of any sickness absence (including weekends)
- Manager should note employee absence when notified on day 1 using Outlook calendar, diary etc.
- If the employee **returns** within 7 days (including weekends), the manager should record the absence in MyView and click **submit**.
- If the employee does **not return** within 7 days, the manager should still record the absence in MyView and include the end date of the self-certified period and click **submit**.

### Absence continues from day 8-27 of absence (short-term):

- A fit-note should be received from the employee to cover this period of absence
- An additional entry should be recorded in [MyView](#) showing that the absence continues from day 8 of absence.
- If the end date stated on the fit-note **falls within 27 days** (from day 1 of the absence), the end date should be recorded in MyView and click **submit**.

### Absence continues for 28 days or more (long-term):

- A fit-note should be received from the employee to cover this period of absence
- Where an absence continues for **28 days or more** (from day 1 of absence), the end date **should not** be entered prior to clicking **submit**.
- Once the return date is known, the manager **must** inform Payroll by emailing [Absence>Returns@highland.gov.uk](mailto:Absence>Returns@highland.gov.uk) with the subject 'Return to Work – Employee Name & Payroll Number'
- **If the [Payroll deadline](#) for that month has passed the employee's pay will be affected, therefore the email should be marked as **Urgent**.**

- All Absence must be recorded in line with the **Attendance Management Policy & Guidance**.
- **Managers must inform [Payroll](#) when an employee who holds multiple posts is only absent from one post, regardless of which Services they work for**
- Managers are required to access [Traineasy](#) to complete the mandatory **Attendance Management training module**.
- Employees must complete a [Self Certificate](#) for the first 7 days of absence (including weekends)

For further support/advice on Attendance Management please contact: HR Attendance Support Officers on [hrattendancesupport@highland.gov.uk](mailto:hrattendancesupport@highland.gov.uk)