



How to Close a Sickness Absence

This Guide is for Line Managers

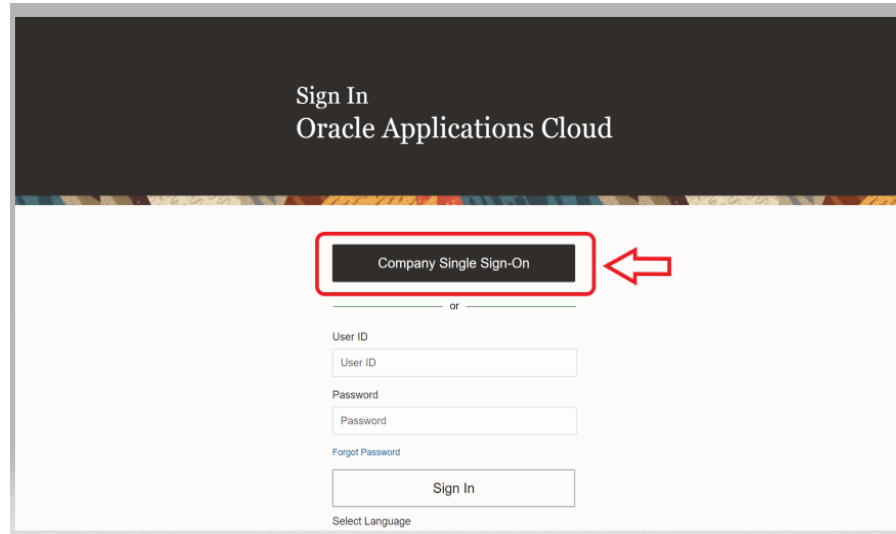
Author	Version	Edit Date
Joanna Pugh	1.0	30/06/24
Sophie Neale	2.0	12/07/24
Sophie Neale	3.0	26/07/24
Jenny Felton	4.0	17/07/2025
Jenny Felton	5.0	09/06/2026 (added link to SharePoint



Step Number
1

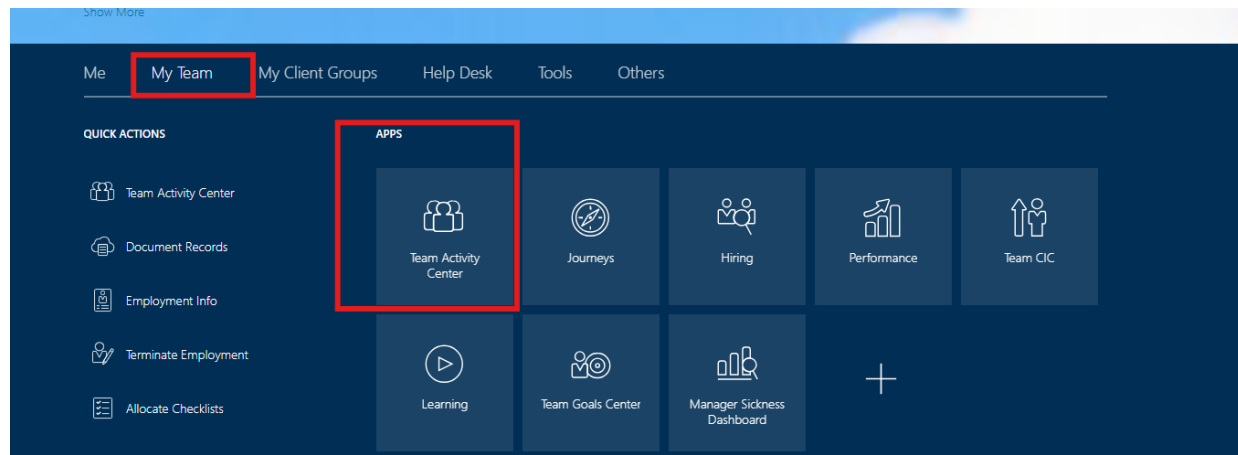
Step Description
Sign into OneSource.

Step Image



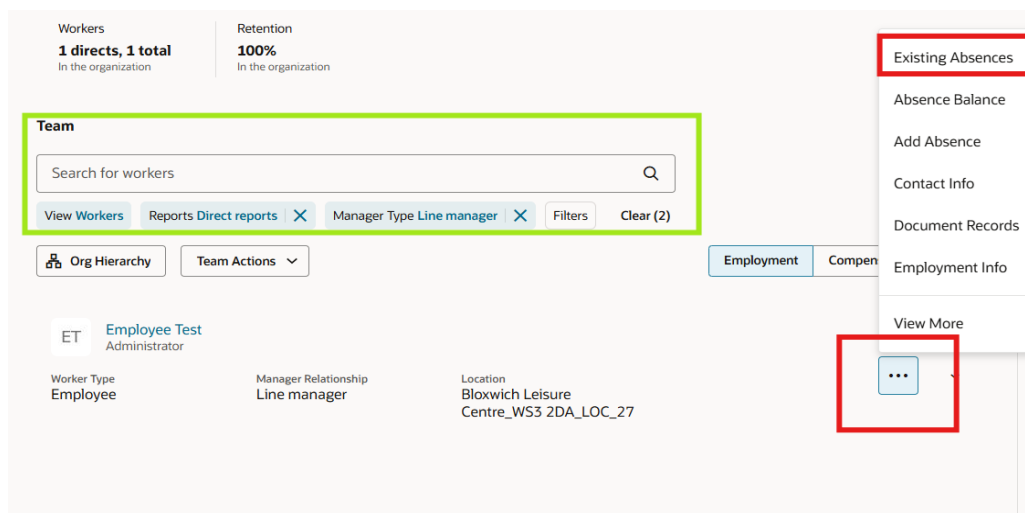
2

Select My Team tab and then the Team Activity Centre App



3

Select the three dots next to the employee and select Existing Absence



Workers: 1 directs, 1 total
Retention: 100%

Team: Search for workers

View Workers Reports Direct reports Manager Type Line manager Filters Clear (2)

Org Hierarchy Team Actions

ET Employee Test Administrator

Worker Type: Employee Manager Relationship: Line manager Location: Bloxwich Leisure Centre_WS3 2DA_LOC_27

Existing Absences

Absence Balance

Add Absence

Contact Info

Document Records

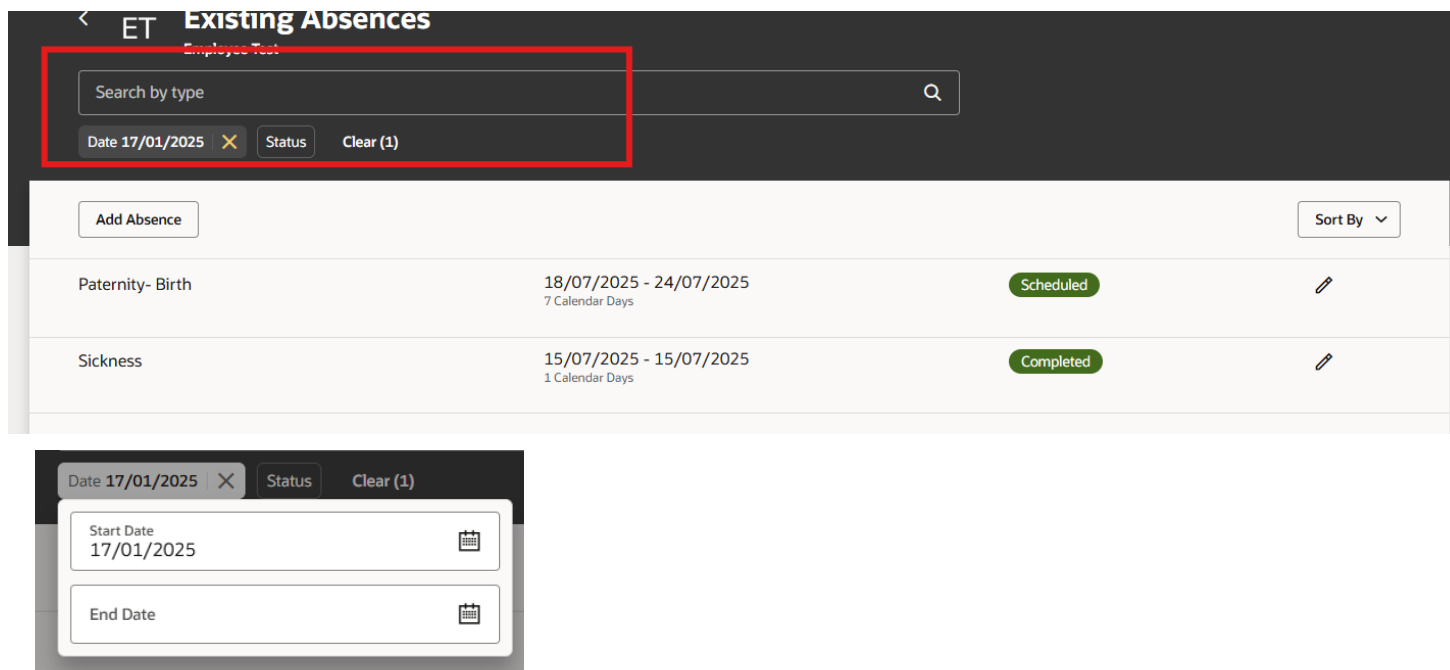
Employment Info

View More

You can use the search function if you have multiple direct reports

4

Select absence to close using pencil icon



ET Existing Absences

Search by type

Date 17/01/2025 Status Clear (1)

Add Absence Sort By

Paternity- Birth	18/07/2025 - 24/07/2025 7 Calendar Days	Scheduled	
Sickness	15/07/2025 - 15/07/2025 1 Calendar Days	Completed	

Date 17/01/2025 Status Clear (1)

Start Date: 17/01/2025

End Date:

Use filter to select date range



5

If the absence is open ended, click the checkbox to show the end date calendar

This process must be completed for each assignment if the employee has multiple roles

6

Do not complete the Original Sickness Absence Start Date

7

Click Submit at the top right to close the absence



Walsall Council

For more information on OneSource [Visit the OneSource news page.](#)

To Access our [FAQ's](#).

Link to Sharepoint for Absence [Attendance\(Sickness Absence\)](#)

Or Scan this QR code below.

