Walsall Council

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
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Jenny Felton	4.0	17/07/2025
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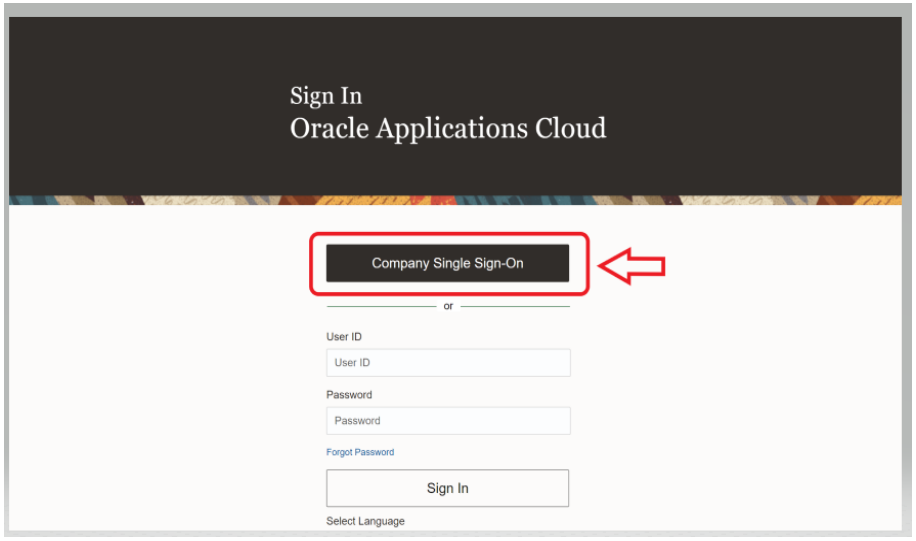
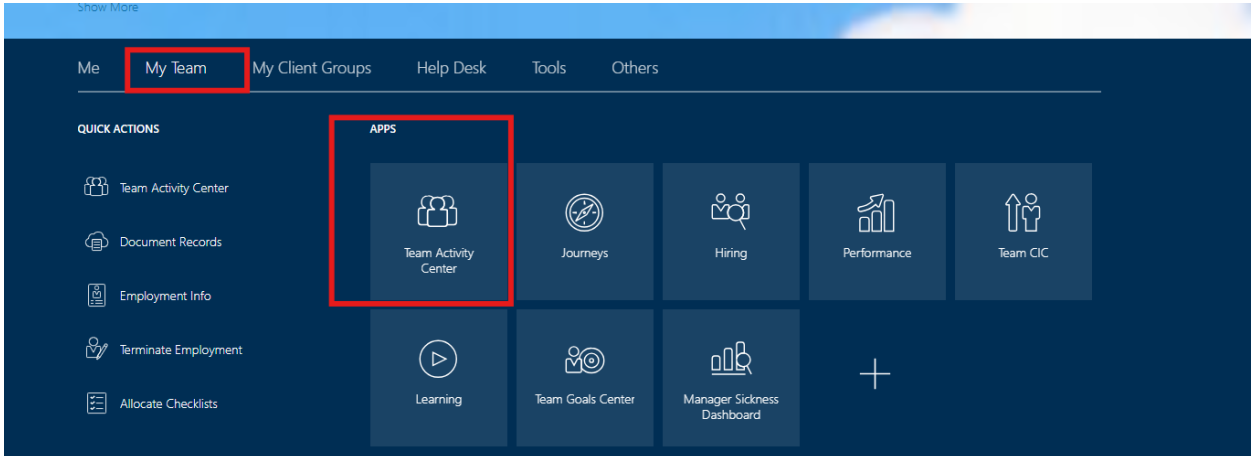
Step Number	Step Description	Step Image
1	Sign into OneSource.	
2	Select My Team tab and then the Team Activity Centre App	

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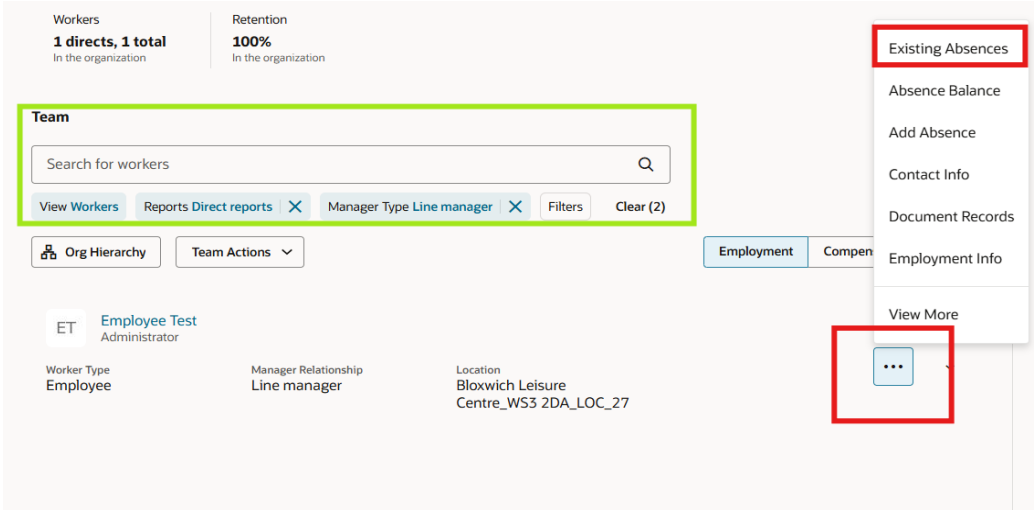
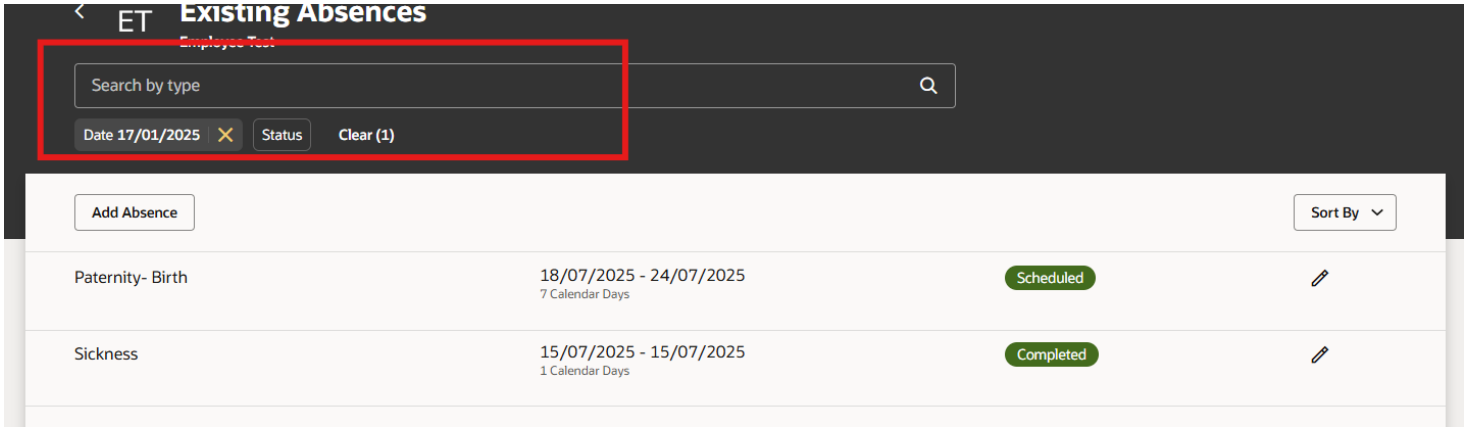
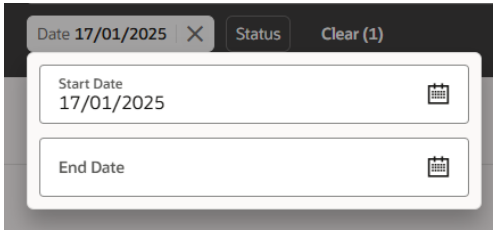
3 Select the three dots next to the employee and select Existing Absence



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

4 Select absence to close using pencil icon





Use filter to select date range

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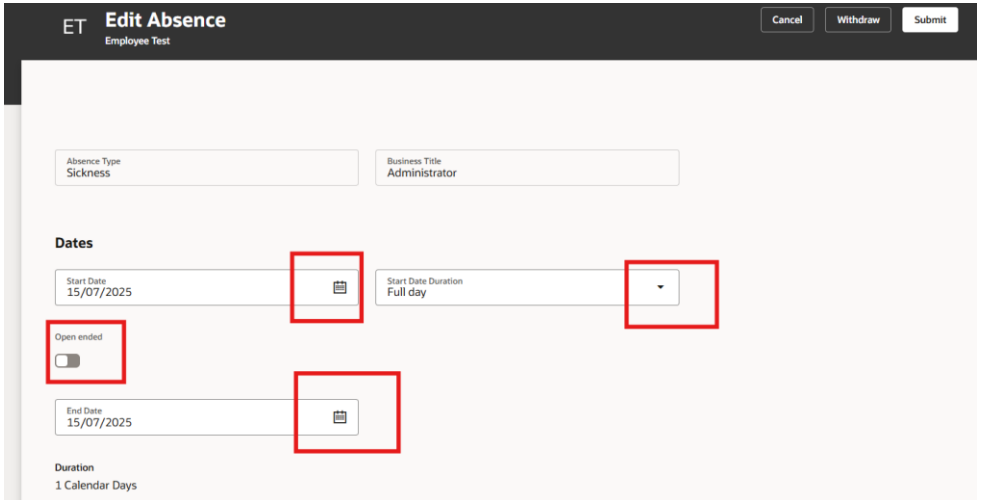
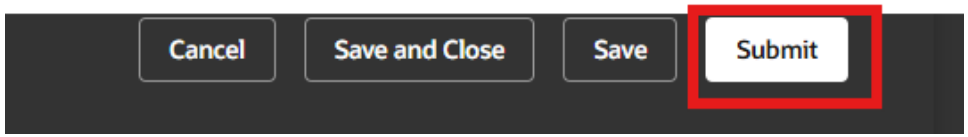
5	If the absence is open ended, click the checkbox to show the end date calendar		This process must be completed for each assignment if the employee has multiple roles
6	Do not complete the Original Sickness Absence Start Date		
7	Click Submit at the top right to close the absence		

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For more information on OneSource Visit the OneSource news page.

To Access our FAQ's.

Link to Sharepoint for Absence Attendance(Sickness Absence)

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Or Scan this QR code below.