



How to Create a Paternity 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 – Link to SharePoint added

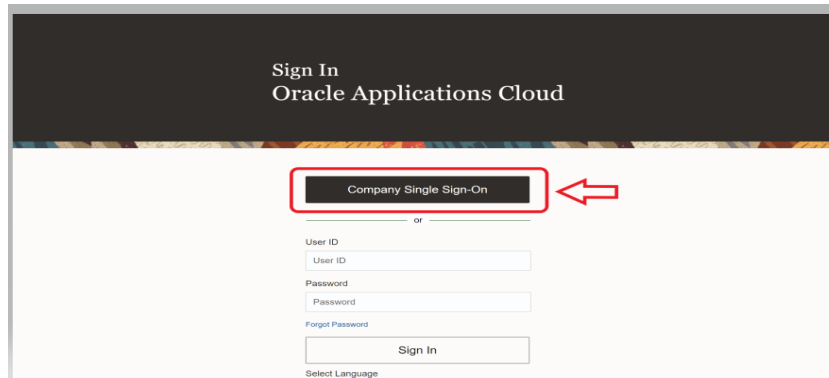
Step Number

Step Description

Step Image

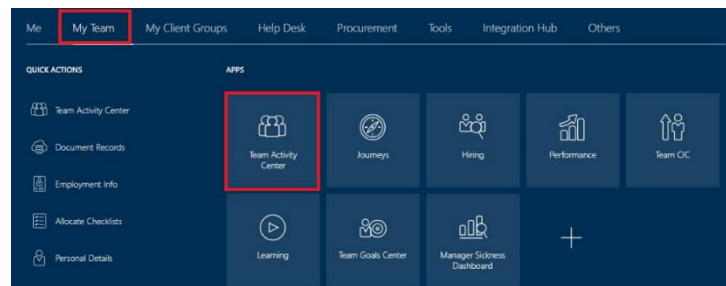
1

Sign into OneSource.



2

Select My Team tab and then the My Team Activity Centre.





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Select the three dots next to the employee to add an absence

Facilities Manager

Workers: 122 direct, 123 total
Retention: 89%
Achieve: 0 of 34 goals completed
Dynamic skills: 0 of 0 core skills achieved

Team

Search for workers

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

Org Hierarchy Team Actions

Employment Compen

Worker Type: Employee, Manager Relationship: Line manager, Location: Oak Park Leisure Centre_WS9 9PQ_LOC_169

Worker Type: Employee, Manager Relationship: Line manager, Location: Oak Park Leisure Centre_WS9 9PQ_LOC_169

Applications: Journeys, Hiring, Performance, Team CIC

You can use the search function if you have multiple direct reports – clear filters to show all

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Select paternity birth from the dropdown

ET New Absence
Employee Test

Absence Type
Paternity- Birth

Career Break / Sabbatical

Paternity Adoption - Extension

Paternity Birth - Extension

Paternity- Adoption

Paternity- Birth

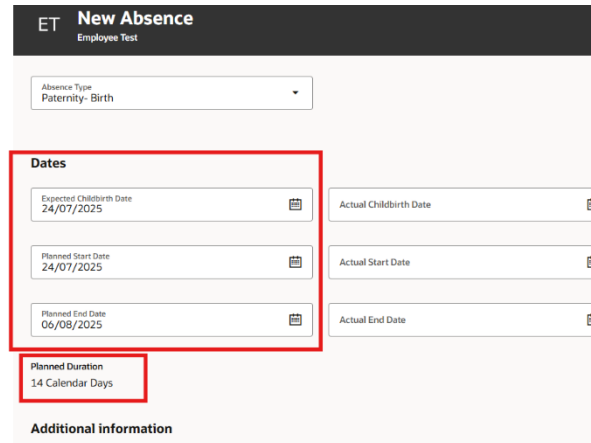
Sickness

Sickness During Maternity Period

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Input dates for the following using the calendar icon:

Expected Date of Childbirth
Planned Start Date
Planned End Date

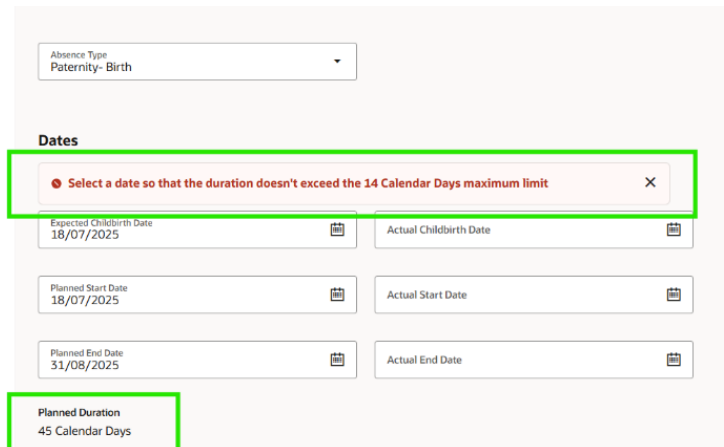


The screenshot shows the 'New Absence' form for 'Employee Test' with 'Absence Type' set to 'Paternity- Birth'. The 'Dates' section is highlighted with a red box and contains the following fields:

Field	Value
Expected Childbirth Date	24/07/2025
Planned Start Date	24/07/2025
Planned End Date	06/08/2025
Planned Duration	14 Calendar Days

The 'Actual' fields (Actual Childbirth Date, Actual Start Date, Actual End Date) are empty. The 'Additional information' section is at the bottom.

You can only request a total of 14 days of Paternity Leave. You will see the total days of the absence in the actual duration if a start and end date are entered



The screenshot shows the 'New Absence' form for 'Employee Test' with 'Absence Type' set to 'Paternity- Birth'. The 'Dates' section is highlighted with a green box and contains the following fields:

Field	Value
Expected Childbirth Date	18/07/2025
Planned Start Date	18/07/2025
Planned End Date	31/08/2025
Planned Duration	45 Calendar Days

An error message is displayed in a red box at the top of the 'Dates' section: "Select a date so that the duration doesn't exceed the 14 Calendar Days maximum limit". The 'Actual' fields (Actual Childbirth Date, Actual Start Date, Actual End Date) are empty.

An error message will appear if you input incorrect.



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Click the Submit button in the top right of the screen

Cancel Save and Close Save Submit

Paternity Extension

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Select Paternity Birth-Extension from the type dropdown and select date

ET New Absence Employee Test Cancel Save and Close Save Submit

Absence Type
Paternity Birth - Extension

Dates
Actual Start Date Actual End Date

Additional information

The Paternity Birth - Extension absence type is only to be used if the first absence of Paternity Birth is 7 days.

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Scroll down the page and click the dropdown from Linked Paternity Birth to show the existing Paternity Absence

Legislative Information

* Linked Paternity Birth Linked Paternity Birth

2024-10-07 2024-10-07

You cannot submit for a paternity birth – extension if a Paternity Birth does not exist

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Select Submit in the top right of the screen

Cancel Save and Close Save Submit



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Once submitted the
Paternity Birth – Extension
will be sent to the manager
for approval

Paternity Birth - Extension: 7 Calendar Days
14/10/2024 - 20/10/2024

Awaiting approval

The status will change to in
progress once approved

Paternity Adoption

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Click Paternity – Adoption
on the Absence Type

Absence Type

- Career Break / Sabbatical
- Paternity Adoption - Extension
- Paternity Birth - Extension
- Paternity- Adoption**
- Paternity- Birth
- Sickness
- Sickness During Maternity Period

he detail

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Using calendar select date
of expected Placement
Date

Absence Type
Paternity- Adoption

Dates

Expected Placement Date	Actual Placement Date
Planned Start Date	Actual Start Date
Planned End Date	Actual End Date

Additional information



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Ensure no more than 14 days as there will be an error message

Absence Type
Paternity- Adoption

Dates

Expected Placement Date 14/08/2025	Actual Placement Date
Planned Start Date 14/08/2025	Actual Start Date
Planned End Date 27/08/2025	Actual End Date

Planned Duration
14 Calendar Days

Additional information

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Select Submit in the top right of the screen

Cancel Save and Close Save Submit



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