



How to Create a Career/Sabbatical 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

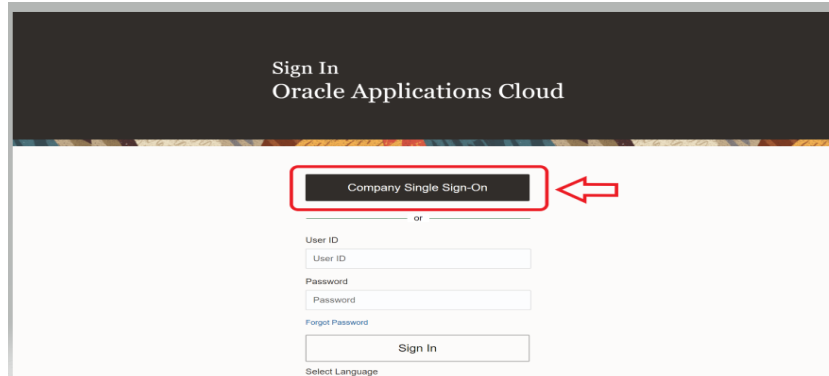
Step Number

Step Description

Step Image

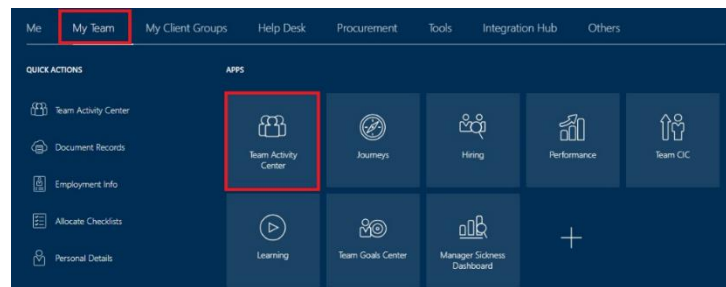
1

Sign into OneSource.



2

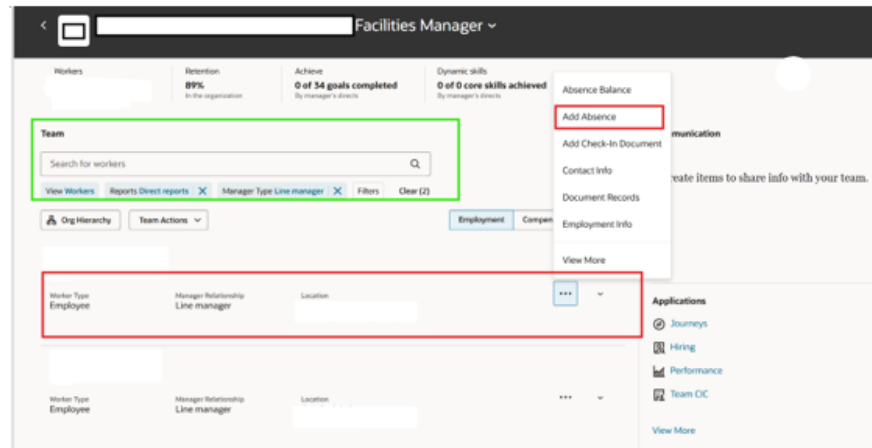
Select My Team tab and then the My Team Activity Centre.





3

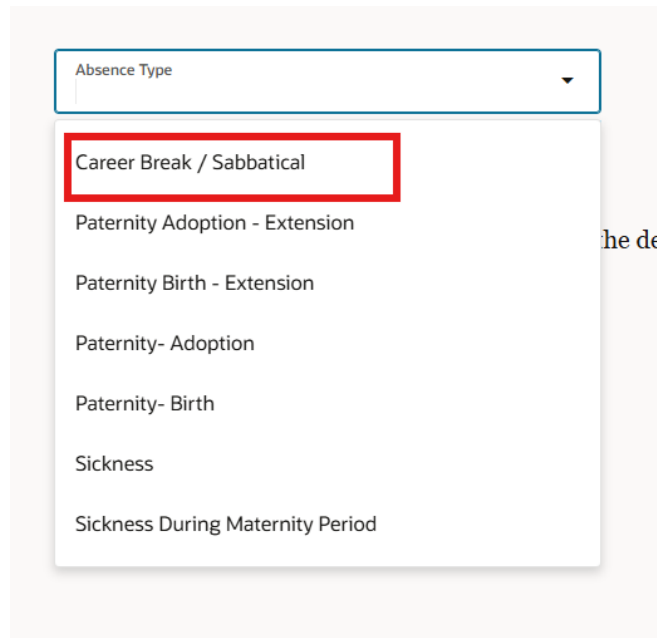
All direct reports will show in a list. Select the three dots next to the employee to add an absence



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

4

Select Career Break/Sabbatical from absence type





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5

Select the calendar icon to select a start and end date

Absence Type
Career Break / Sabbatical

Dates

Start Date
17/07/2025

Start Date Duration
Full day

Open ended
☐

End Date
31/07/2025

End Date Duration
Full day

Duration
15 Calendar Days

Projected Balance
As-of 31/07/2025

0 Calendar Days
[Calculate](#)

Details

Comments

A career break needs to be between 6 and 12 months

You can read more about Career Break/Sabbatical here – [Leave and Time off](#)

6

Click the Submit button in the top right of the screen.

Cancel Save and Close Save **Submit**



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