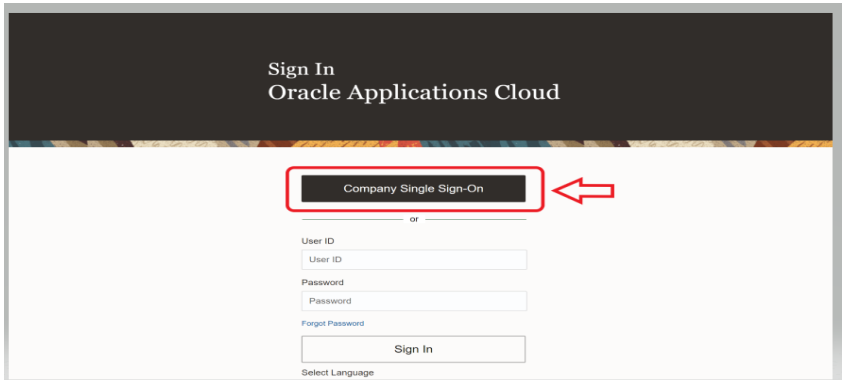
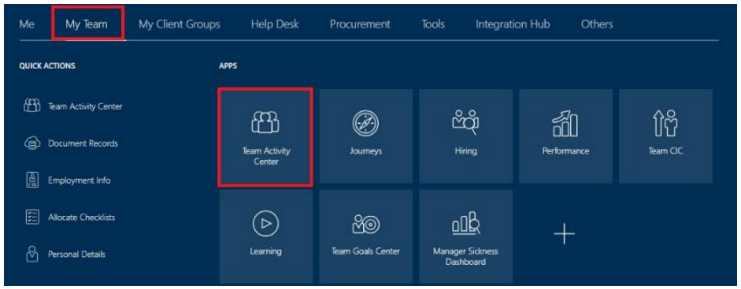
Walsall Council

How to Create a

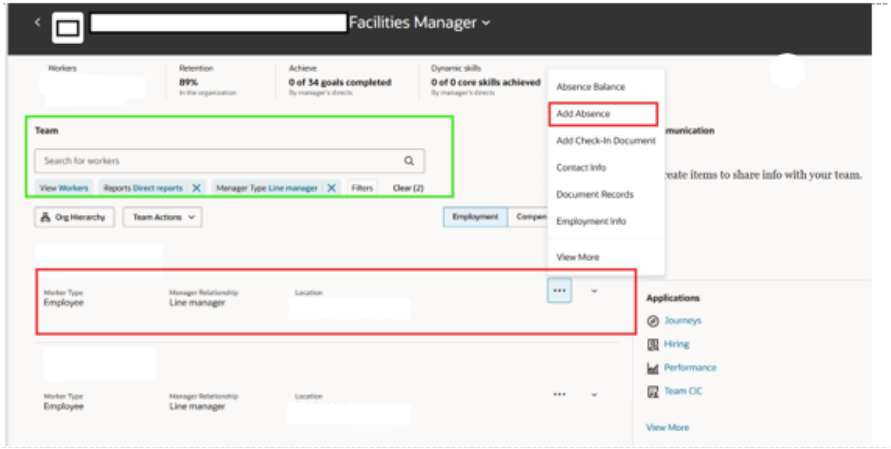
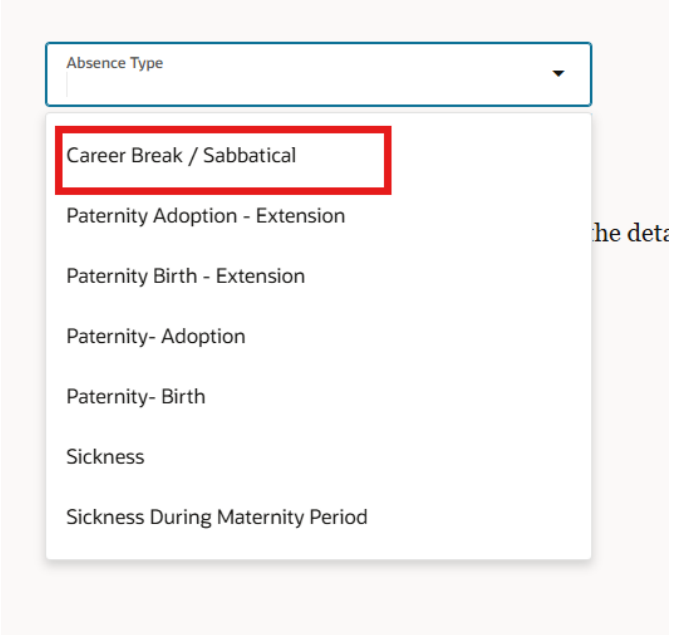
Career/Sabbatical Absence

This Guide is for Line Managers

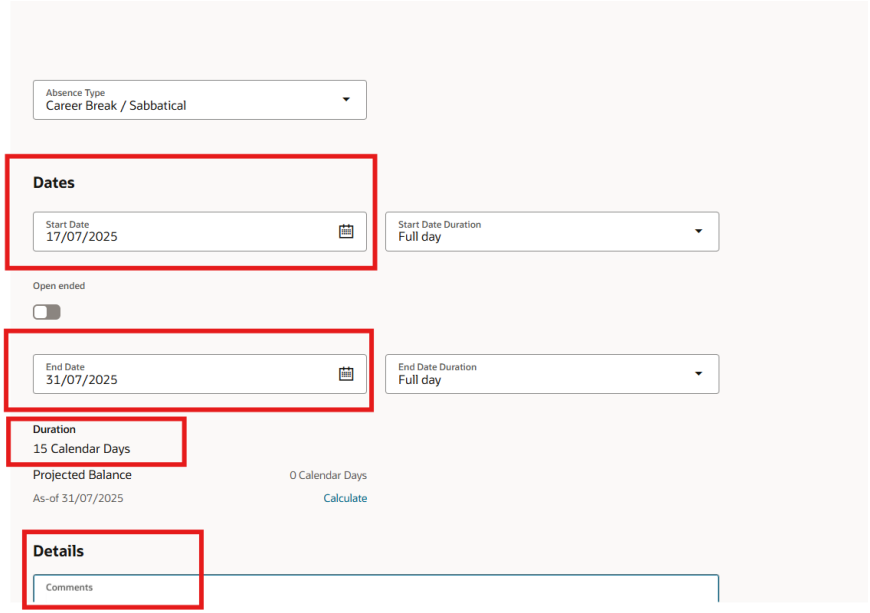
Author	Version	Edit Date
Joanna Pugh	1.0	30/06/24
Sophie Neale	2.0	12/07/24
Sophie Neale	3.0	26/07/24
Jenny Felton	4.0	17/07/2025
Jenny Felton	5.0	09/06/2026

Step Number	Step Description	Step Image
1	Sign into OneSource.	
2	Select My Team tab and then the My Team Activity Centre.	

Walsall Council

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		

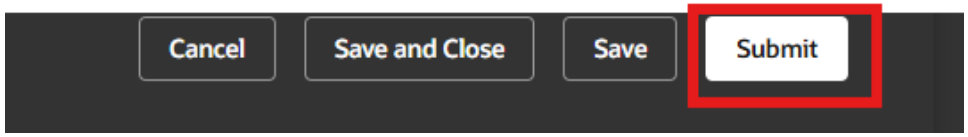
5 Select the calendar icon to select a start and end date



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.



Walsall Council

For more information on OneSource Visit the OneSource news page.

To Access our FAQ's.

Or Scan this QR code below.