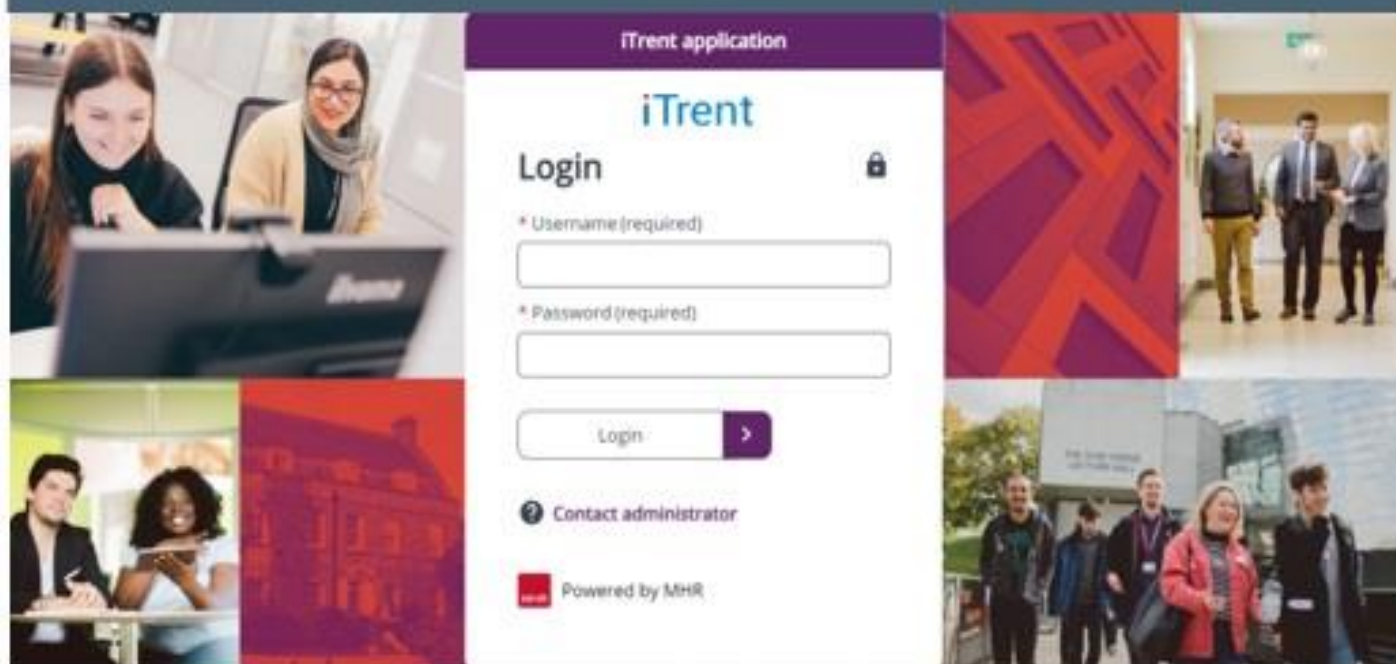# University of Essex

People Manager

Managing Sickness

Stage 1: Reportee calls in to report their sickness

As per the [University Sickness policy](#), the reportee should call in and alert their reporting manager within one hour of their normal start time, on the first day of absence. The process below is how we manage the recording of information around the sickness period in iTrent.

- When an reportee calls in sick, [log into People Manager](#) (the manager portal of iTrent) – you will need to select your employer (University of Essex / UECS / WHH) when prompted and then you will be logged straight in. If you have multiple iTrent roles then choose 'People Manager' from the dropdown list.
- Select 'Your reportees' and then the individual reportee's name from the left side of the screen
- On the reportee summary page, select sickness and then 'Log a new sickness'
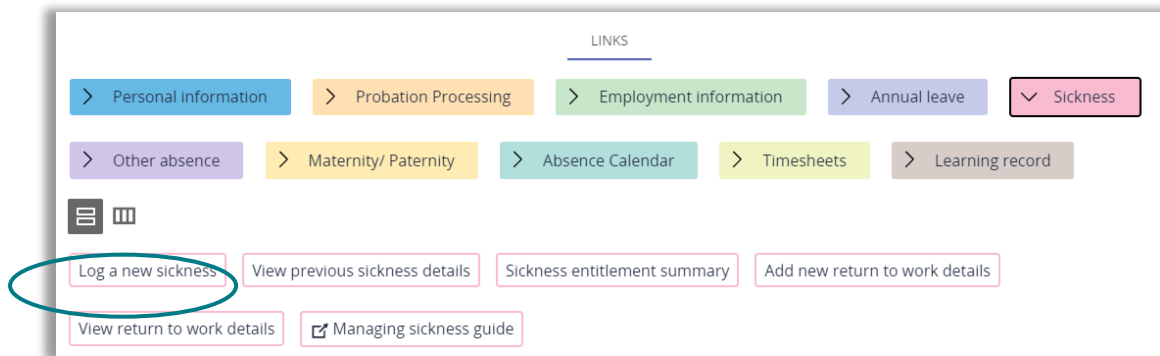
- This will then open a new window. On the next page enter the start date of the sickness and the reason for absence. Then click on 'Save'.

Quick Tip: to enter today's date in any date field on iTrent just type in "t" and press tab.

- This triggers a notification email to the reportee that a period of sickness has been added for them, and that they need to log in and end their sickness on their return.

Stage 2: Reportee returns to work

- If the sickness goes beyond seven calendar days, log back into People Manager and add the end date of the Fit Note to the 'Expected end date' field.

- The reportee logs into HR Organiser and completes the end date for this period of sickness; the reporting manager will receive a notification alerting them that the sickness has ended and on what date. If you do not agree with the information, you will need to discuss the details with your reportee and they can amend the details if required.

- Once the reportee is back to work, you will need to complete the return-to-work interview and record this against their sickness record.

- To enter the return-to-work information, log into People Manager and click on your reportees' and then select the individual.

- On the reportee summary page under the sickness links select add new return-to-work details.
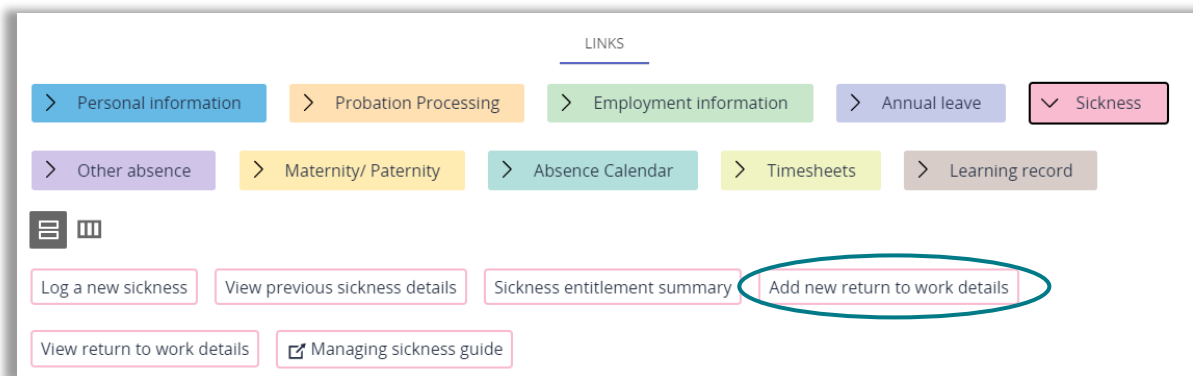
- You will need to record the date(s) of your discussions. In the notes box you can type the details of the conversation you had and any agreed actions or objectives.

- There is a field for you to record a detailed reason for the sickness if you feel the summary categories do not contain enough information.

- The last boxes are used to identify any perceived work-related illness, or to identify if the reportee had an accident at work. Please tick the appropriate box if either is applicable.

- The University policy can be found at https://www.essex.ac.uk/staff/taking-leave/sickness-leave but if you need any help please contact staffing@essex.ac.uk or call on ext. 3433.

FAQs

Question	Answer
How quickly should a sickness absence be logged on the system?	We recommend a manager logs in on the day they are notified to keep a real-time record and to ensure the absence is on the system before the person returns to work.
Why should a return to work interview be completed?	This is a chance to ensure the reportee is fit to return to work. You may also take this opportunity to consider any available welfare options e.g., workplace adjustments, EAP, Occupational Health referral etc.
Why do I have to enter an expected end date?	This should only be used when a fit note has been provided and a date provided. Otherwise, this should remain blank.
What should be written in the return-to-work notes?	Any details that were discussed at the return-to-work interview that you feel may be useful to record and refer back to in the future e.g., agreed actions or objectives.