



University of Essex

# People Manager

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## Managing Other Absence

 iTrent

 Login


User name

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Password

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Login

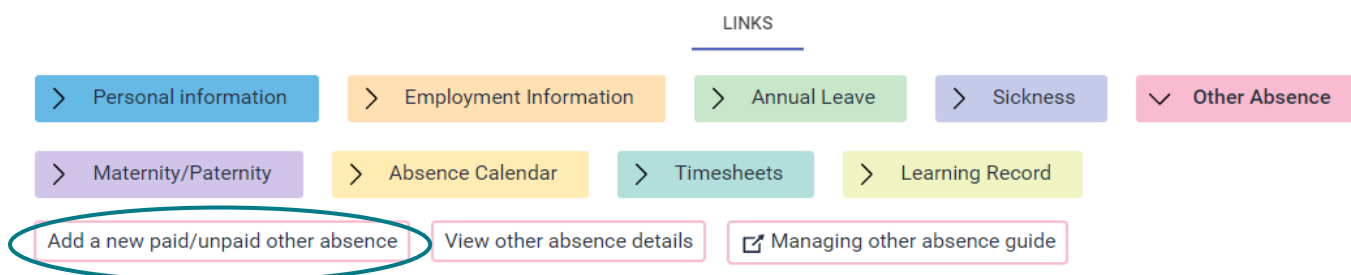
 Contact administrator

## Stage 1: Employee requests other absence by having a conversation with the manager.

As per [University policy](#), the employee should have a conversation with their manager to request a period of leave in accordance with the other absence policies. This includes [Special Leave](#) and [Family Leave](#).

The process below is how we manage the recording of information around other absence in People Manager, the Manager portal of iTrent:

- Once the discussion has taken place and the other absence has been approved, [log into People Manager](#).
- Select your reportees and then the employee's name from the left-hand side of the page.
- On the employee summary page select the other absence folder and then 'Add new paid/ unpaid other absence'.



- This will then open a new window.

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



The screenshot shows the 'Other absence details' form in iTrent. The form has a dark header with the title 'Other absence details' and a 'New' button. Below the header, there are several sections for entering absence information. Each section has a label and a dropdown menu or date field. Annotations with arrows point to these fields, providing instructions on how to use them.

Section	Field	Value	Annotation
Absence period	Absence period	More than one day	Select the absence period, whether it is part day, full day or more than one day.
	Type	Full day	
Absence start	Date		Enter the absence start date, including whether it is a full day or part day.
	Type	Full day	
Absence end	Date		Enter the absence end date, including whether it is a full day or part day – this is mandatory.
	Type	Full day	
	Expected end date		
Absence	Absence type		Select the 'Absence type' (either paid or unpaid). Make sure this is selected before choosing the absence reason. Please refer to the other absence entitlements table for details of expected timescales.
	Absence reason	<None>	Select the 'Absence reason' accordingly.

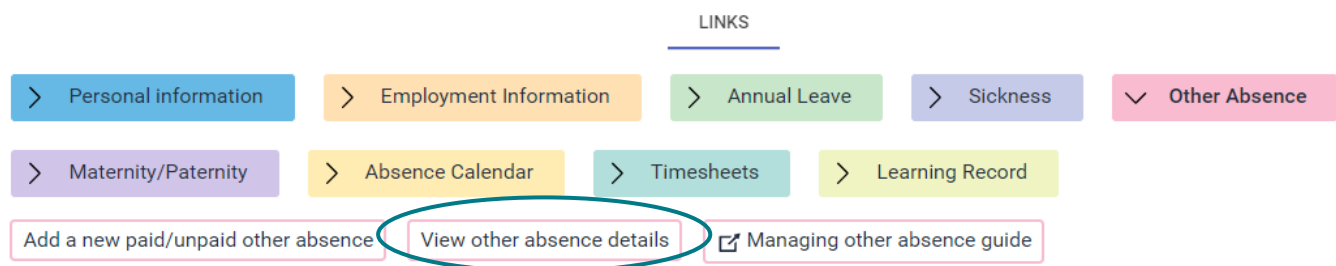
**Note:** If unpaid leave is selected for the Absence type, a notification will be sent to payroll to adjust the employee's pay accordingly.

- This triggers a notification email to the employee that a period of other absence has been recorded. The other absence will also be added to the employee's peer calendar; it will show up under 'Other' and will be colour coded as brown.

## Stage 2: Employee is unable to return to work within the recorded period.

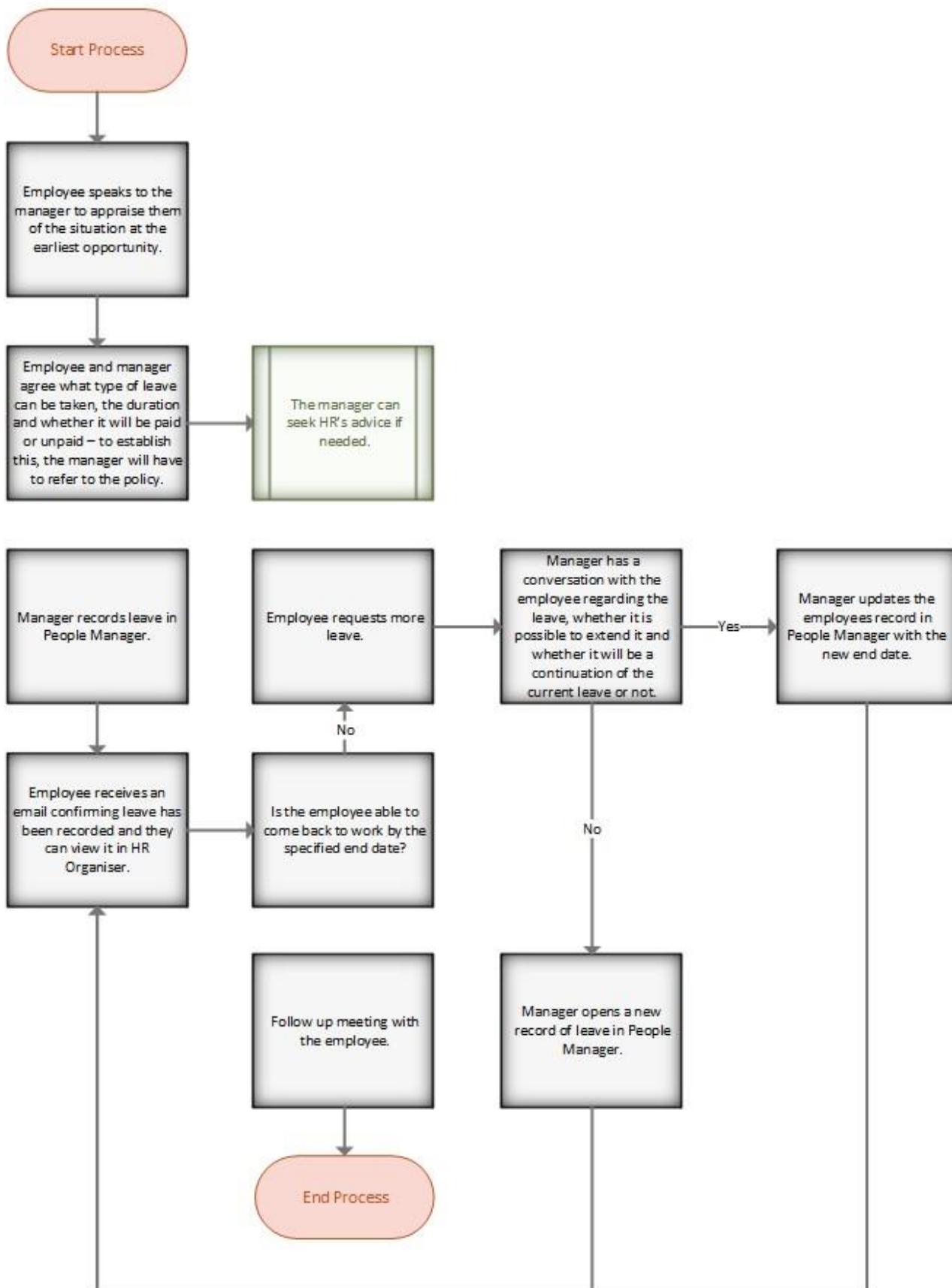
A conversation needs to take place between the employee and the manager to agree the course of action regarding the request to extend leave. In cases where the employee's absence lasts longer than the recorded period, the manager will need to do the following:

- If it is a continuation of the current leave, [log into People Manager](#) and update the end date by clicking on 'View Other Absence details' and changing the end date. Then click on 'Save'.
- To find out whether an employee is entitled to a longer period of paid leave, refer to the other absence entitlements table on page 5.



- If it is not a continuation of the current leave, you will need to open a new period of unpaid other absence (refer to stage 1).

## Other Absence Approval Process



## Other absence entitlements table

This is a summary of leave entitlements, but the detail contained in the main policy documents should also be referred to: [Family Leave](#), [Special Leave](#).

Leave entitlement is usually pro-rata for part time staff e.g. if the allowance is 5 days and an employee works 3 days a week, their entitlement would be 3 days.

Leave	Description	Entitlement	Additional Information	Approval Required	Recording Process
<b>Adoption leave</b>	Either the adoptive mother or father are entitled to this leave. You can start adoption leave up to 14 days before the date of placement.	52 weeks' maternity leave, made up of 26 weeks Ordinary Adoption Leave (OAL) and 26 weeks Additional Adoption Leave (AAL). Your pay will depend on how long you have worked for the University.	Different types of pay that you could be eligible for are: Statutory Adoption Pay (SAP), or Occupational Adoption Pay (OAP).	No – discussion must still take place with manager	N/A
<b>Career break</b>	An unpaid extended period away from employment to meet your personal needs (does not replace research leave).	Unpaid. Minimum duration is 3 months and the maximum is usually one year but may be extended to two years.	Usually 1 career break in any one 7 year period. Applications must be submitted at least 6 months before the start of the career break.	Yes – recorded in People Manager	Recorded by the reporting manager/ administrator
<b>Care leave</b>	Covers the support of staff that spend unpaid time undertaking care responsibilities for a relative, child, partner, neighbour, or friend who is frail, ill, has a physical or learning disability, mental health problems or substance misuse problems.	Up to 5 days paid leave within any 12-month period (rolling basis).	A further 5 days of unpaid care leave per year may be taken.	Yes – recorded in People Manager	Recorded by the reporting manager/ administrator
<b>Care leave (Long term)</b>	Covers the support of staff that are facing an intensive period of caring, requiring complete absence from work for a significant period of time.	A maximum of 13 calendar weeks unpaid leave within any 12-month period.	-	Yes – recorded in People Manager	Recorded by the reporting manager/ administrator
<b>Compassionate leave: Bereavement</b>	Where an employee suffers the loss of someone close to them.	Usually, up to 5 days paid leave. Managers can use discretion to increase paid leave where reasonable.	If extra time is required, it can be taken out of annual leave, unpaid leave can be taken, or the time can be made up.	Yes – recorded in People Manager	Recorded by reporting manager/ administrator
<b>Compassionate leave: Serious illness</b>	Where an employee suffers the serious illness of someone close to them.	Usually, a period of 1-3 days paid leave.	Where there is long term illness, a temporary flexible working arrangement may be used.	Yes – recorded in People Manager	Recorded by the reporting manager/ administrator

Leave	Description	Entitlement	Additional Information	Approval Required	Recording Process
Compassionate leave: Urgent or unforeseen circumstances	Covers urgent and unexpected emergencies e.g. fire, flood, burglary, car theft, road accident.	Usually, a period of 1-3 days paid leave.	If the incident has caused any illness or injury, then a period of sick leave may be more appropriate.	Yes – recorded in People Manager	Recorded by the reporting manager/ administrator
Dental/medical appointments	Routine appointments at the dentist, optician and non-urgent doctor's appointments should normally be made outside of work hours if possible.	Paid, authorised absence for part of a working day.	When accompanying dependents to appointments, paid absence is allowed if disruption to work is minimal. If not, time can be taken out of annual leave, unpaid leave can be taken or the time can be made up.	Yes – <b>not</b> recorded in People Manager	N/A
Fertility treatment	Covers the support of staff who undertake fertility treatment.	Up to 5 days paid leave in any 12-month period.	If additional time off is required, the annual leave allowance can be used, unpaid leave can be taken or the time can be made up.	Yes – recorded in People Manager	Recorded by the reporting manager/ administrator
Jury service, court and tribunal attendance	Taken by employees who are called for jury service, or as a witness in a court or tribunal case.	An employee on jury service is able to claim 'loss of earnings' from Her Majesty's Courts Service to cover their salary or part of their salary. The loss of earnings form must be completed by Payroll.	If the jury service is taking place during a pre-arranged holiday, employees may take their annual leave at a later date (provided that they provide confirmation of their attendance).	Yes – recorded in People Manager	Recorded by the reporting manager/ administrator
Maternity ante-natal appointments	Covers appointments for antenatal care prescribed by a doctor, midwife, or health visitor.	Paid, authorised absence for each appointment.	If requested, you should provide evidence of appointments to your line manager/head of department.	Yes – recorded in People Manager	Recorded by the reporting manager/ administrator
Maternity leave	This leave can be taken by expectant mothers from 11 weeks before the Expected Week of Childbirth (EWC).	52 weeks' of leave, made up of 26 weeks' Ordinary Maternity Leave (OML) and 26 weeks' Additional Maternity Leave (AML). Your pay will depend on how long you have worked for the University.	The types of pay that you could be eligible for are: Statutory Maternity Pay (SMP), Occupational Maternity Pay (OMP), or Maternity Allowance (MA).	No – discussion must still take place with manager	N/A
Parental leave	The right to take time off of work to look after a child, or to make arrangements for a child's welfare (at least one year of service is required).	18 weeks of unpaid leave can be taken per child before their child's 18 <sup>th</sup> birthday.	A maximum of 4 weeks for each child can be taken in a year (1 April – 31 March).	Yes – recorded in People Manager	Recorded by the reporting manager/ administrator



Leave	Description	Entitlement	Additional Information	Approval Required	Recording Process
<b>Paternity ante-natal appointments</b>	Fathers and partners have the right to take time off work to accompany expectant mothers.	Unpaid leave is taken to a maximum of 2 antenatal appointments, with a time cap of 6.5 hours for each appointment.	-	Yes – recorded in People Manager	Recorded by the reporting manager/ administrator
<b>Paternity leave</b>	You must have, or be expecting to have responsibility for bringing up the child, and be either the biological father, the partner of the mother, or the adoptive parent of the child.	A maximum of 2 weeks leave. Your pay will depend on how long you have worked for the University.	The types of pay that you could be eligible for are: Statutory Paternity Pay (SPP), Occupational Paternity Pay (OPP), or Paternity Allowance (PA).	Yes – <b>not</b> recorded in People Manager	N/A
<b>Time off for dependants</b>	Allows a reasonable amount of time off work to deal with unexpected or sudden emergencies and to make necessary long term arrangements.	No set limit but usually 1 or 2 days at the most. There is no right to paid leave but this may be considered.	A dependant would be a partner, child or parent or someone who lives with you as part of your family.	Yes – recorded in People Manager	Recorded by the reporting manager/ administrator
<b>Time off for training</b>	Allows staff to take time off for training which will benefit themselves and the University, improving motivation, performance and retention.	There is no limit on the amount of time, or the amount of study or training, that an employee can request.	Staff can either work flexibly to make up the time spent training, take unpaid leave or take paid leave.	Yes – recorded in People Manager	Recorded by the reporting manager/ administrator
<b>Time off to perform public duties (paid)</b>	Covers voluntary public duties: magistrates/justice of the peace, local councillors, membership of any statutory tribunal.	Leave with pay for a period not exceeding 18 days in any period of 12 months.	-	Yes – recorded in People Manager	Recorded by the reporting manager/ administrator
<b>Time off to perform public duties (unpaid)</b>	Covers voluntary public duties: members of a National Health Service trust, school governors, prison visitors, lay visitors to police stations/member of police authority.	Unpaid leave is taken.	Line managers may wish to consider flexible working arrangements to accommodate this leave.	Yes – recorded in People Manager	Recorded by the reporting manager/ administrator
<b>Volunteer reserve forces</b>	Offered to staff who have volunteered for the territorial army or reservist training.	Up to 5 days paid leave.	If a member of staff is mobilised, an appropriate period of unpaid leave will be granted.	Yes – recorded in People Manager	Recorded by the reporting manager/ administrator

- If you need any help, please contact [staffing@essex.ac.uk](mailto:staffing@essex.ac.uk) or call on ext. 3433.