

Guidance on recording the last day of absence

Single days

Dr A has reported sick with a cold on Monday 2 March 2009. She is absent from work for one day. Dr A works full time Monday to Friday. Her absence is recoded as set out below; note that the start date and last day for the absence is the same. The actual return to work date is the next working day, Tuesday 3 March 2009.

| Absence Type | Absence Reason | Absence Start Date | Latest Start Date | Sick Note Expiry Date | Last Day of Absence | Status | Actual Date of Return |
|--------------|----------------------|--------------------|-------------------|-----------------------|---------------------|--------|-----------------------|
| SICKNESS | Cold_Cough_Influenza | 02-MAR-2009 | 02-MAR-2009 | | 02-MAR-2009 | | 03-MAR-2009 |

2-4 Days

Mr B has reported sick with a cold on Wednesday 4 March 2009. He is absent from work on the Wednesday through to the Friday. Mr B works full time Monday to Friday. His absence is recorded as set out below; note that the last day of absence is the Friday and the return to work date is the Monday, 9 March 2009.

| Absence Type | Absence Reason | Absence Start Date | Latest Start Date | Sick Note Expiry Date | Last Day of Absence | Status | Actual Date of Return |
|--------------|----------------------|--------------------|-------------------|-----------------------|---------------------|--------|-----------------------|
| SICKNESS | Cold_Cough_Influenza | 04-MAR-2009 | 04-MAR-2009 | | 06-MAR-2009 | | 09-MAR-2009 |

2-4 Days including a weekend

Ms C has reported sick with a stomach complaint on Friday 6 March 2009. She is absent from work until the following Tuesday. Ms C works full time Monday to Friday. Her absence is recorded as set out below; note that the period of absence includes the weekend and so the absence is four calendar days.

However, as we know Ms C's working pattern only two working days will be assigned to her absence record on any automated reports.

| Absence Type | Absence Reason | Absence Start Date | Latest Start Date | Sick Note Expiry Date | Last Day of Absence | Status | Actual Date of Return |
|--------------|------------------|--------------------|-------------------|-----------------------|---------------------|--------|-----------------------|
| SICKNESS | Gastrointestinal | 06-MAR-2009 | 06-MAR-2009 | | 09-MAR-2009 | | 10-MAR-2009 |

5 Days or more

Mrs D has reported sick with a slipped disc on Monday 9 March 2009. She returns to work the following Monday. Mrs D works full time Monday to Friday. Her absence is recorded as set out below; note that the although Mrs D may have recovered by Saturday the period of absence includes the weekend as it the absence has been for the entire working week.

The absence is seven calendar days, however, as we know Mrs D's working pattern only five working days will be assigned to her absence record on any automated reports.

| Absence Type | Absence Reason | Absence Start Date | Latest Start Date | Sick Note Expiry Date | Last Day of Absence | Status | Actual Date of Return |
|--------------|----------------|--------------------|-------------------|-----------------------|---------------------|--------|-----------------------|
| SICKNESS | Back_Problems | 09-MAR-2009 | 09-MAR-2009 | 13-MAR-2009 | 15-MAR-2009 | | 16-MAR-2009 |

Any absence in excess of seven days should have the last day of absence recorded as the day immediately prior to returning to work regardless of whether it was a working day or not.