# Recording sickness using MyView

Sickness overview

If you are unable to work due to illness, you must follow the School's sickness absence reporting procedure which can be found in the [Sickness Absence Toolkit](#).

You must also record any sickness absence episodes on MyView, usually on your first day back to work.

Further information for employees and managers on the School's sickness absence policies and procedures, and where to obtain support can be found in the [Sickness Absence Toolkit](#).

Step 1 – Accessing the Leave Management Module

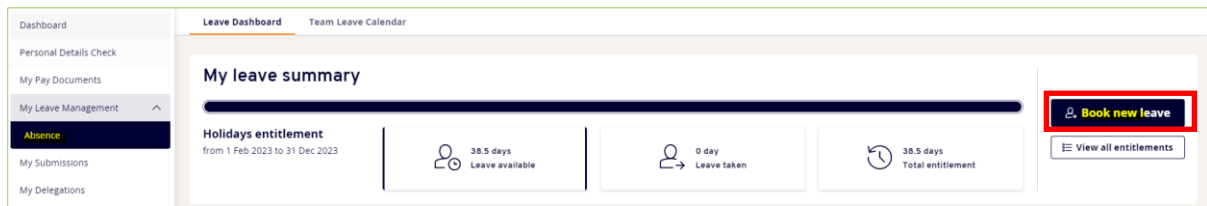Log in to MyView. On the left hand side menu, click on **My Leave Management**.
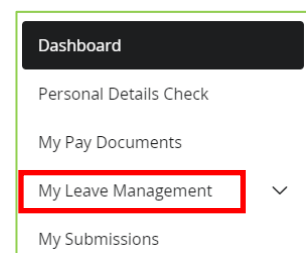
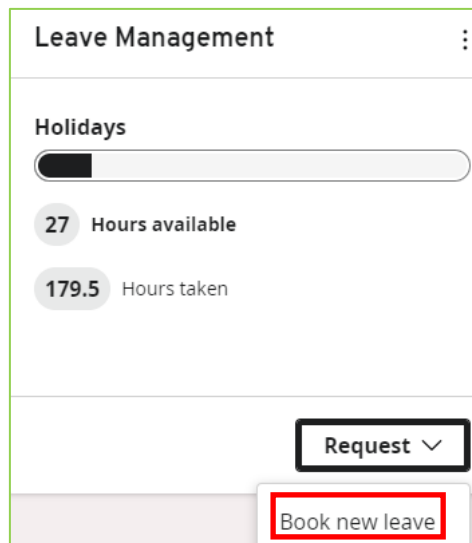The Leave Management screen will appear.
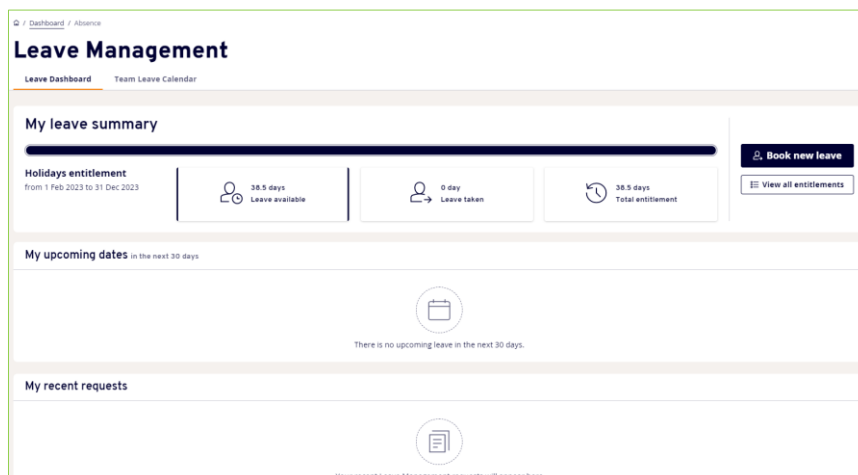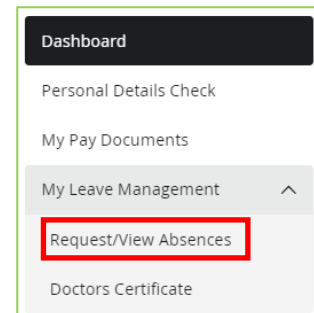
Step 2 – Recording sickness absence

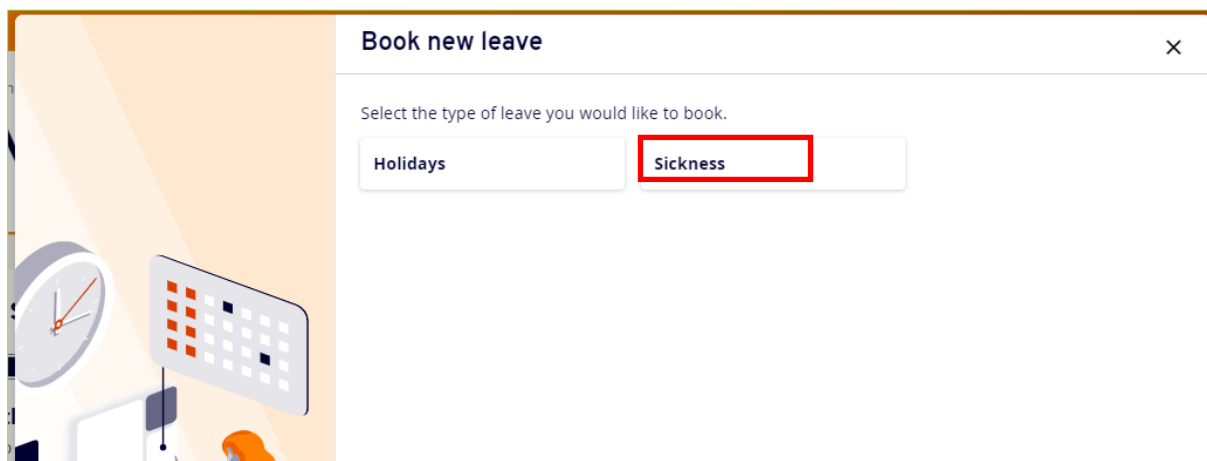From the My leave summary section of the Leave Management module, click on **Book new leave**.

Alternatively, from your Dashboard, you can click **Request** in the Leave Management widget. Then click on **Book new leave**.

Both ways will lead to the Book new leave screen.

Select **Sickness**.

On the Book new leave – Sickness screen, complete your absence form.

Comments: The Comments field is not mandatory, however you can enter a comment about the nature of your illness. In the example below, Flu is entered.

From: click the Calendar icon. Use the Calendar tool to select the date your sickness absence episode started on.

To: click the Calendar icon. Use the Calendar tool to select the date your sickness absence episode ended.

Total time: this field automatically populates the number of sickness days or hours entered (this will depend on your work pattern and whether you are full-time or part-time staff).

Reason: select the nature of your sickness from the Select drop-down list.

Cert Type: select the certification type for your sickness from the Select drop-down list. There are two options: select Certified by a Doctor (GP/Hospital) if you have a sick/Fit note from a doctor or hospital. Select Self Certified for short term absences of 7 calendar days or less.

Link date: For long tern absences, enter the last day of your last confirmed absence to link the absences together.

Click on **Submit/Update**.

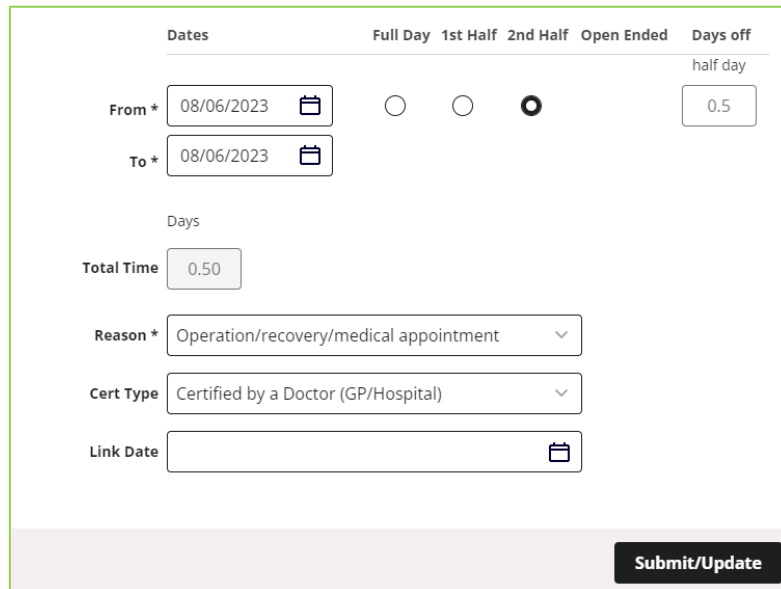You will see an automated message letting you know your request was successfully submitted.
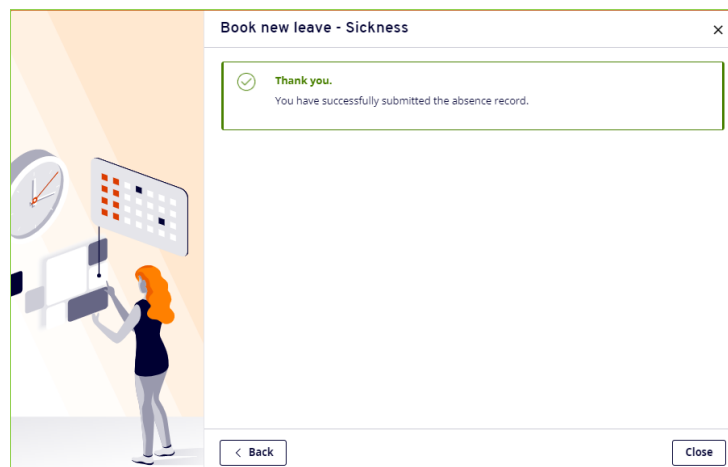
Information will appear on your Manager's dashboard to review. They will also receive an email notification.

Step 3 – Recording sickness absence for medical appointments

Where reasonably, practical medical appointments should take place outside working hours.

If an appointment means an absence of a half-day or more, it should be recorded as sickness absence in the normal way.

When submitting a sickness absence record for a medical appointment, ensure you select the operation/recovery/medical appointment reason.
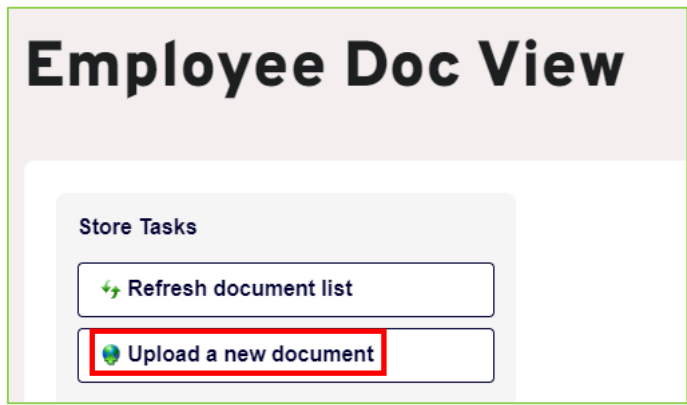

Step 4 – Attaching supporting documentation

You do not need to attach supporting documentation for sickness absence episodes of **7 calendar days or less**, as these can be self-certified. For absences lasting 8 calendar days or more, a Fit note is required from your GP, hospital doctor or other healthcare professional.
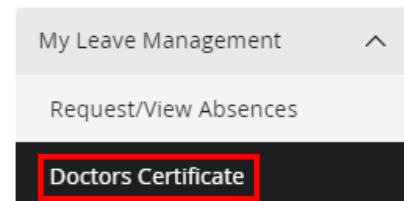

To attach supporting documentation to your sickness absence request, click on **My Leave Management** and then **Doctors Certificate** in the left hand side menu.

On the Employee Doc View, click on **Upload a new document**.

Click on **Choose File** to upload your certificate.

Once the file has been attached, select Doctors Certificate as the category (currently the only option available and enter a comment describing the nature of the supporting documentation you are submitting. Click on **Submit**.
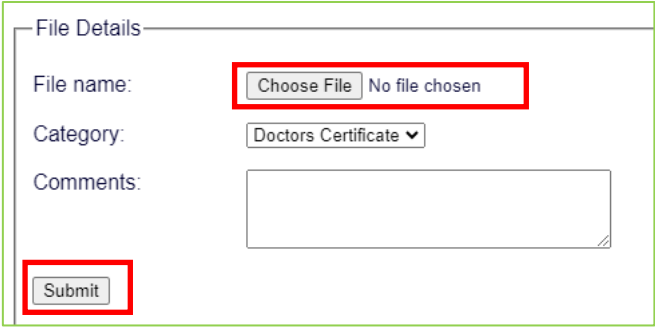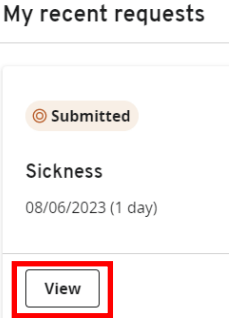

Note: Word document, PDF and JPEG file formats can all be attached to the My Documents window. JPEG files must be of good quality so all details can be easily read.

Previously attached documents can be seen by clicking **Expand** (plus icon, highlighted in the example to the right).
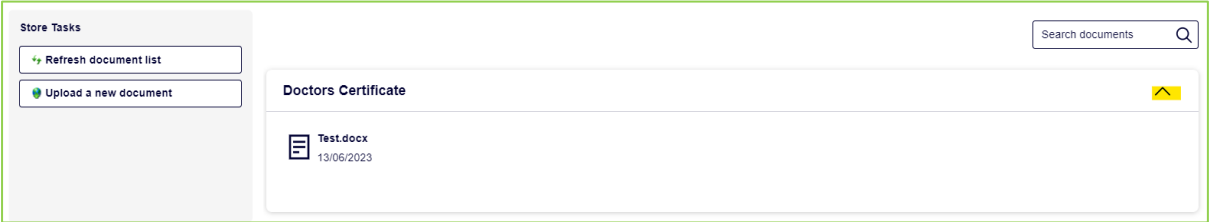
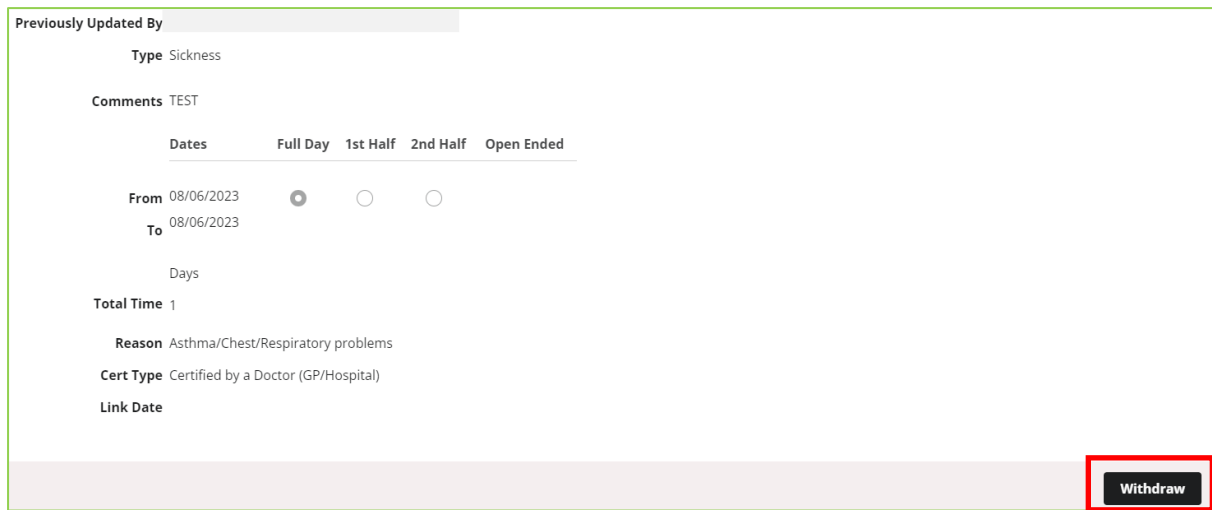

Step 5 – Amending/cancelling sickness leave requests before approval

Under the Leave Dashboard, go to My recent requests and click on **View** the sickness you wish to cancel.

My recent requests

◎ Submitted

Sickness
08/06/2023 (1 day)

View

Last updated: 14/09/2023

Click on **Withdraw** to cancel the sickness.

Note: To cancel sickness leave that has already been approved, contact your line manager who will be able to do it for you.

Step 6 – Viewing sickness absence

Viewing sickness absence via the Form History screen

To view your previous sickness absence episodes, click on **Absence** under My Leave Management and remain on the Leave Dashboard.

Scroll down to My recent requests and click on **View all requests**.

My recent requests

⊙ Submitted	⊖ Withdrawn	⊘ Authorised	⊘ Authorised	⊘ Authorised
Sickness	**Holidays**	**Holidays**	**Holidays**	**Holidays**
08/06/2023 (1 day)	14/06/2023 (8 hours)	15/06/2023 (part day) From 1:30pm for 4 hours	25/09/2023 - 28/09/2023 (32 hours)	15/06/2023 (part day) From 1:30pm for 4 hours
View	View	View	View	View

View all requests

The Form History screen will open. You can filter your search by date or status:

Keyword Search
Enter keywords to search

Date From
dd/mm/yyyy

Date To
dd/mm/yyyy

Event Filter
Absence

Status Filter
Authorised Open Rejected Submitted Withdrawn

Clear search   Search

Or you can scroll down to see all the absences you have submitted and details about their status. Click on the arrow next to the absence to see more details.

Absence (Add): ▢▢▢ Sickness (08/06/2023 - 08/06/2023)	Absence	⊙ Submitted	8 Jun 2023	⌄

Absence

Employee: ▢▢▢	**Type:** SICK
Form Number: 00141533	**Action:** Add
Submitted By: ▢▢▢	**Absence Reason:** Asthma/Chest/Respiratory problems
Submitted On: 8 Jun 2023	**Start Date:** 08/06/2023
	End Date: 08/06/2023
	Total Time: 1.00

Authorisation Progress   ◎————◎