# Recording Menopause Related Sickness Absence

In 2020 The Staff Council's Health, Safety and Wellbeing Partnership Group published the Menopause at Work Guidance. The purpose of the Guidance was to help;

• organisations support the workforce
• line managers support their staff
• employees look after themselves

The sickness absence reasons used by ESR are part of a Nationally agreed data set. To inform national policy and to identify employees who may need local support, a menopause related reason can be recorded against a sickness absence record. Related Reasons can be recorded in ESR by users with supervisory responsibilities or Absence Administrators.

Option 1: Manager Records Sickness Absence Related Reason
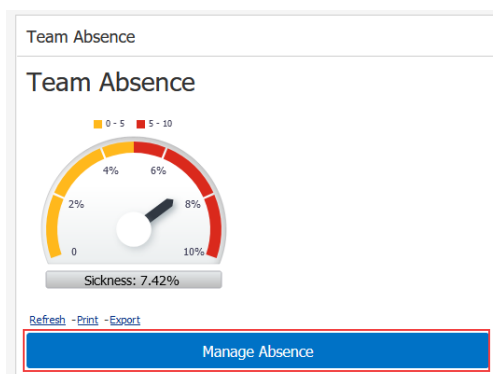
1. Open the Manager Dashboard page using the tab on the header of the toolbar on the ESR Portal.

2. Select Manage Absence from the Team Absence Portlet.

Electronic Staff Record

Absence Calendar - Hierarchy View

Month: May 2021 | Hierarchy Levels: 1 | Go

Focus	Employee (Asg No)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
			S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
	Smith, Roberta (90034649)																																	
	-- Jimenes, Monica (40381629)																																	
	-- Smith, Dawn (10433490)																																	

3. You will be presented with the Absence Calendar for your Team.
Click in the date to record the first day of sickness absence for the relevant employee and you will be presented with the Create Absence: Enter Absence form.

Create Absence: Enter Absence Details

Employee Name Jimenes, Mrs. Monica
Employee Number 40381629

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.
* Indicates required field

* Absence Type Sickness
Level 1 Reason S10 Anxiety/stress/depression/othe 🔍
Level 2 Reason S10007 Insomnia 🔍

Duration * Start Date 11-May-2021 🗓 End Date 11-May-2021 🗓
☑ TIP Start Date is required.

Days

Calculate Duration

Total 1   Duration is calculated based on the number of full calendar days
☑ TIP between the start and end date of your absence. **You may need to update this duration** to take account of your work pattern (e.g. to exclude weekends).

4. If the sickness absence episode has an End Date record it here along with a Level 1 and Level 2 sickness reasons and click the Calculate Duration button.

Create Absence: Enter Absence Details

Cancel | Submit

Employee Name **Jimenes, Mrs. Monica**
Employee Number **40381629**

Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.
* Indicates required field

* Absence Type	Sickness
Level 1 Reason	S10 Anxiety/stress/depression/othe
Level 2 Reason	S10007 Insomnia
Duration	* Start Date 11-May-2021 End Date 11-May-2021
	✔ TIP Start Date is required.

Days

Total   1

Calculate Duration

Duration is calculated based on the number of full calendar days between the start and end date of your absence. **You may need to update this duration** to take account of your work pattern (e.g. to exclude weekends).

Hours Lost	
Sessions Lost	
Working Days Lost	
AfC First Period Hours Override	
AfC Last Period Hours Override	
Work Related	
Third Party	
Disability Related	
Violence and Aggression Related	
Notifiable Disease	
Return to Work Discussion Date	
Occupational Health Referral Date	
HR Intervention	
HR Intervention Date	
HR Manager	
Final Interview Date	
Surgery Related	
Related Reason	Menopause
Assessment Date	

5. Menopause can be added as a Related Reason on the Create Absence: Enter Absence Details form.   Scroll down to the Related Reason field and search for Menopause.

How do I add Sickness absence using Manager Self Service?

To refer to the online education <u>click here</u>.

Option 2: Professional User Records Sickness Absence Related Reason

Professional Users have the option of recording sickness absence episodes, including absence reasons and related reasons for employees.

Absence Administrators

1. From your My ESR Dashboard, select the ESR Navigator option.
2. Go to the ESR Navigator using the Absence Administration URP and select **Absence.**

3. Search for the name of the person you wish to enter a sickness absence episode for.

4. Record the Level 1 and Level 2 sickness reasons, the start date of the episode and if appropriate the end date. To record further information, you will need to click in the descriptive flex field.

5. You will be presented with the Additional Absence details form where you can record a sickness absence Related Reason.

How do I record a sickness absence using Absence Administration?

Where can I get further guidance and help from?

Refer to the relevant section of the ESR User Manual click here.

Contact your regional functional account manager, find their details on the ESR Hub ESR Central Team - Communications and Engagement Team - Select Region.