How to Notify of New Sickness on MyView

On the dashboard you will be able to see your holiday and bank holiday entitlements under the Leave Management widget.

You can click on the 'request' button and select **'Notify new sickness'.**

This will bring up the notify new sickness process box. You will notify of a sickness in the same way as you would book a holiday (if applicable).

Enter any comments for your manager in relation to the sickness in the **comments** box.

Enter the date of which you are notifying your manager of sickness absence. Please don't forget to contact them by telephone too.

Mark if the date is a full day or select the first half or second half of the day to enter the hours you are absent.

You can enter the end date of your absence. **Please remember, If this date is to be extended or brought forward, you would need to amend this.**
If you don't know the date of return, you can mark the absence as **'open ended'. Please remember, when you return, you need to update your 'To' date. As this may have an impact on your pay.**

Once you have entered the dates click on **'Confirm planned work time'**.
As the system does not hold specific work patterns, you will need to confirm your contractual hours for the period applicable to your leave.
Your contractual hours will automatically be spread across a standard 5 day working week. You will need to amend the hours to reflect your actual working week for the period of sickness.
This is in calendar view, so if your working week extends into the following calendar week, but your sickness does not, you do not need to include this.
The system may warn you about the hours you have inputted, but once you confirm a second time, it will allow you to press save and then submit.

Notify new sickness - Sickness

❌ **Alerts**
Average hours entered is different from contract hours of 37. Are you sure you wish to continue?

| From | 24/10/2022 |
| To | 25/10/2022 |

	SUN	MON	TUE	WED	THU	FRI	SAT	
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hours
29/10/2022	0:00	00:00	7:24	7:24	7:24	7:24	0:00	29

Cancel   Save

Close

Click Save.

You now need to select the **reason** for your absence and the **reason type.**

You will then need to select a **'cert type'. Certified by doctor, self certified or not certified.**

If you have been certified by a doctor or have self certified, you need to attach your doctors or self certification note.

To do this, click on the paper clip icon, next to the **'From'** date.

You are able to take a picture of your note and upload this.

Click on **'upload a new document'.**

Click on **'choose file'** to select the document and click **submit** once selected.

Your return to work date needs to remain **blank** until you return.

Now click **submit.**

This will go through to your manager for approval.

Another way to notify of a sickness is through the **'My Leave'** tab.

Here you will see your leave summary, upcoming dates, and recent requests. Click **'Notify new sickness'** and follow the process above.