**Absences Paid & Unpaid**

All Payroll templates can be found here on BSO:

<https://bso.bradford.gov.uk/Schools/CMSPage.aspx?mid=3501>

**General Info**

* Do not delete any cells
* Always start on row 9 – don’t leave any lines above blank
* Make sure all entries are in one block – don’t leave any lines between entries blank
* Please do not put any full stops in the file name when saving

**Template Details**

**Authorised Officer**

* Needs to appear on the Approved Officers Authorised Signatories form
	+ If they do not – get in touch with your Payroll contact and complete a new form
* Please make sure telephone number and email is up to date

**Filling in the Template**

**Payroll Number**

* Ensure this is the correct employee and position that the absence is for
* If employee has more than one post – record each absence separately

**Last Name & First Name**

* Need to tie up with Payroll number

**Start Date**

* Use ‘/’ rather than ‘.’ when entering dates
	+ E.g. 01**/**04**/**2019 (rather than 01**.**04**.**2019)

**End Date**

* Use ‘/’ rather than ‘.’ when entering dates
* End date will be the same as start date if only absent for one day
* Leave blank if employee is still absent
	+ If an employees fit note has an end date, DO NOT enter this on the sheet
	+ Only submit an end date when the employee has returned
* Remember to close down each absence if employee has more than one post

**Absence Type & Description**

* **Do not use absence description 4 – Other Reason**, please find a suitable option from any of the other descriptions
* Bereavement leave – entitlement is 5 working days only
	+ If the absence lasts over 5 days, enter the rest of the time off as a different absence type (e.g. sickness if the employee is providing you with fit notes)

Example – Bereavement Leave:

* Employee absent for two weeks due to bereavement
* 5 days entitlement used
* Remainder of absence recorded as sickness as they are sending in fit notes
* Absence entered as below:



**Half Day Indicator**

* Enter a **capital ‘X’**
* For half days only (don’t need to put in if you are entering hours)
* If employee is off for half a day and the following day they are off the full day – enter on two separate lines

Example:

* Employee worked half a day and went home sick
* They were off for the following two days
* Absence entered as below:



**Hours**

* Enter as **DECIMAL FORMAT**
* 15 minutes = 0.25 (not 0.15), 30 minutes = 0.5 (not 0.30), 45 minutes = 0.75 (not 0.45)
* Minutes to decimals can be worked out by the number of minutes ÷ 60
	+ 15 minutes: 15 ÷ 60 = 0.25
	+ 20 minutes: 20 ÷ 60 = 0.3333… (0.33 rounded to two decimal places)
	+ 40 minutes: 40 ÷ 60 = 0.6666… (0.67 rounded to two decimal places)

**Unpaid Leave**

* If unpaid absence is greater than ½ day, record on two lines as below:
	+ 1st line - Enter a capital ‘X’ in the half day indicator
	+ 2nd line - Put the remainder of the hours
* Start and end date will be the same for both lines as these are for the same day

Example:

* Employee who works 30 hours per week (6 hours per day) is to be unpaid for 4½ hours
* Enter ‘X’ for ½ day (3hrs) on the 1st line and 1.5 hours for the remainder of the absence on the 2nd line

