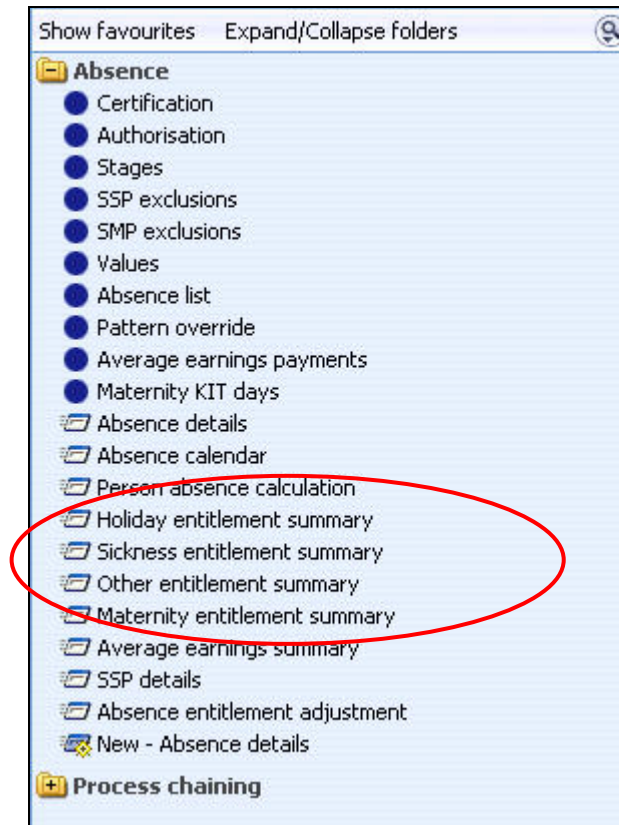


## Entitlement Summaries

In order to keep a track on how many days an employee has taken out of their annual entitlement, Trent provides several entitlement summary forms. These are found in the menu options within the Absence folder in the People module.

**Navigate:**     **Organisation> Person (find employee)> Absence  
> Personal absence list**



Whichever summary is selected, you will be presented with summary of what entitlement has been used by each period of absence and how much remains for the year.

**Sickness entitlement summary:**

**Employment details**

Contract: S J Arbuthnot

Position: Research Associate

**Period details**

Absence scheme type: SSP - Sickness

Length of service at start of absence: -

Scheme name: Statutory Sickness Scheme

Membership dates: -

Band/Rate	Full	Already used	Available	Used by absence	Available at end
1	28 weeks	0	28	2.2	25.8

**Maternity entitlement summary:**

**Employment details**

Contract: S J Arbuthnot

Position: Research Associate

**Period details**

Absence scheme type: OMP

Length of service at start of absence: 0 year(s) 9 month(s) 28 day(s)

Scheme name: Occupational Maternity Scheme

Membership dates: 01/07/2006 -

Band/Rate	Full	Already used	Available	Used by absence	Available at end
1: 100	126 days	0	126	33	93

## 1. Entitlement Adjustments

There may also be times when an entitlement needs to be manually adjusted. For instance a Manager may grant additional sickness or holiday days. This is achieved using the Absence Entitlement Adjustment option from the Absence folder.

**Navigate:**     **Organisation > People** (Select an employee) **> Absence > Personal Absence List >** Select the Absence **> Absence entitlement adjustment**

- [-] Absence
  - Certification
  - Authorisation
  - Stages
  - SSP exclusions
  - SMP exclusions
  - Values
  - Absence list
  - Pattern override
  - Average earnings payments
  - [-] Absence details
  - [-] Person absence calculation
  - [-] Holiday entitlement summary
  - [-] Sickness entitlement summary
  - [-] Other entitlement summary
  - [-] Maternity entitlement summary
  - [-] Average earnings summary
  - [-] SSP details
  - [-] Absence entitlement adjustment
  - [-] New - Absence details
- [+] Process chaining

When you select the option you will have the opportunity to increase or decrease the absence entitlement as necessary.

Sickness example:

**Adjustment of absence entitlement:**

Reason for adjustment: Manager's Discretion

Band/Rate	Full	Adjustment
1: 100 Percent	130 Days	<input type="text" value="3"/> Days
2: 50 Percent	130 Days	<input type="text"/> Days

Maternity example:

**Adjustment of absence entitlement:**

Reason for adjustment: Returned from M/L for 2 months only

Band/Rate	Full	Adjustment
1: 100 Percent	126 Days	<input type="text" value="-84"/> Days

## Payroll: Sickness, Maternity & Other Absences



In the previous example an adjustment of 84 days has been made because the employee returned for 2 months not 6 months

This is used where you can adjust the standard entitlement in a specific case e.g. where a person does not wish to be paid their OMP entitlement in case they do not come back

The result is that the absence summary is automatically adjusted to take the adjustment into account.

### Sickness example:

Sickness entitlement summary:						
<b>Employment details</b>						
Contract		Administrative Officer Grade I				
Position		Administrative Officer Grade I				
<b>Period details</b>						
Absence type		OSP - Sickness				
Length of service at start of year		5 year(s) 7 month(s) 11 day(s)				
Scheme name		Occupational Sickness Scheme				
Membership dates		01/01/2006 -				
Band/Rate	Full	Already used	Adjustment	Available	Used by absence	Available at end
1: 100	130 days	0	3	133	0	133
2: 50	130 days	0	0	130	0	130

### Maternity example:

Maternity entitlement summary:						
<b>Employment details</b>						
Contract		S J Arbutnot				
Position		Research Associate				
<b>Period details</b>						
Absence scheme type		OMP				
Length of service at start of absence		0 year(s) 9 month(s) 28 day(s)				
Scheme name		Occupational Maternity Scheme				
Membership dates		01/07/2006 -				
Band/Rate	Full	Already used	Adjustment	Available	Used by absence	Available at end
1: 100	126 days	0	-84	42	33	9