

1 General Principles

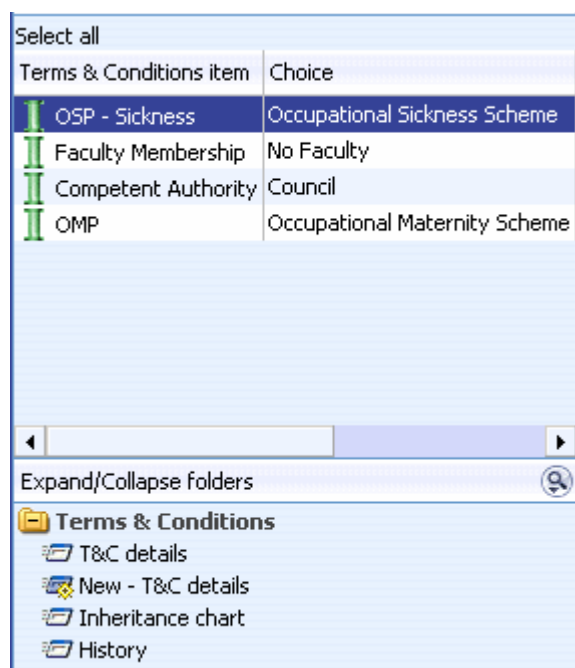
Absence schemes are created in groups. Each group defines a generic type of absence – Holidays, Sickness, Maternity, Paternity and Other.

Each group is also linked to one or more Absence Types where you can further define the type of absence (e.g. absence types of ‘general sickness’ and ‘industrial injury sickness’ within group ‘sickness’). Additionally you can define absence reasons which supply the specific reason why an employee is absent.

People benefit from the absence schemes that are established via their Terms and Conditions. Certain absence schemes e.g. sickness and maternity are attached at the top of the structure and are inherited down to all Units, Posts, Positions and individual people. Other absence schemes will need to be attached to the individual’s position if required.

The pages shown in this section are used to input new absences as well as viewing and updating existing absence details.

1.1 Terms and Conditions



Terms & Conditions item	Choice
OSP - Sickness	Occupational Sickness Scheme
Faculty Membership	No Faculty
Competent Authority	Council
OMP	Occupational Maternity Scheme

Expand/Collapse folders

- Terms & Conditions
 - T&C details
 - New - T&C details
 - Inheritance chart
 - History

People benefit from the absence schemes established via their Terms and Conditions (T&Cs). Terms and Conditions are inheritable items.

This screen shot shows that the Occupational Sickness Scheme and Occupational Maternity Scheme are terms and conditions that are set at Organisation level and inherited down to all Units, Posts and Positions. If the OMP Scheme is not attached until the employee requires a Maternity absence record, it should be added to the employee’s Contract and not Position.

Sabbatical leave will be attached at the appropriate Posts. The old pre-January 2004 sickness scheme has been applied where appropriate.

For all other types of leave, it will be necessary to attach the absence scheme to the employees’ position the first time that it is required

Those employees who are on the pre 2004 OSP rules will inherit the normal OSP Scheme (Occupational Sickness Scheme), according to the organisation structure. This will be overridden with the correct OSP Scheme (Occ Sickness Scheme (Pre Jan 04) at contract level.)

To attach an absence scheme to an employee use the T&C Details page as shown below.

Navigate: **Organisation > People > (select the person) > Employment > Positions > Terms and Conditions > New – T&C details**

Terms & conditions : New

Name: Miss Jenny M Bosten Job title: Clerk


Social security number: JW685626A Pay ref: 10100525 Pers ref: 10100525


Level

T&C Item

Choice

Notes

Start date 

End date 

This page allows you to select record and maintain the details of terms and conditions of employment and is applied to the selected person.

Terms and Conditions	
Field	Comments
Level	This field allows you to attach to a contract or a position. Select the employee's position.
T & C Item	Select the required item from the drop down list. The list will hold the absence schemes that are available
Choice	Select the required choice from the drop down list (there may be only one choice available depending on T & C item selected above)
Start date	Enter the date when the terms and conditions are to be effective from.
End date	If required, enter the date when these conditions will no longer be applicable.

Additional absence scheme terms and conditions that are added at position level will then be displayed in the list with a broken pipe to indicate that these are not inherited items.

User name: **Hazel Turton**
 Today: **Mon 15/01/2007**

15/01/2007

Organisation : University of Cambridge People : Kerr, Kelvin Terms & Conditions : Unpaid leave T&C details

Select all

Terms & Conditions item	Choice	Pac
<input type="checkbox"/> OSP - Sickness	Occupational Sickness Scheme	
<input type="checkbox"/> Faculty Membership	No Faculty	
<input type="checkbox"/> Other	Sabbatical Leave	
<input type="checkbox"/> Competent Authority	General Board	
<input type="checkbox"/> OMP	Occupational Maternity Scheme	
<input type="checkbox"/> Final Salary Scheme	USS	
<input checked="" type="checkbox"/> OSP - Sickness	Occ Sickness Scheme (Pre Jan 04)	
<input checked="" type="checkbox"/> Unpaid leave	Unpaid leave	

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- Terms & Conditions
 - T&C details
 - New - T&C details
 - Inheritance chart
 - History
- Process chaining

Terms & conditions : Unpaid leave (Unpaid leave)

Name: Mr Kelvin E Kerr Job title: Professor
 Social Security Number: YA119882N Pay ref: X3657465
 Pers ref: X3657465

Level:

T&C Item:

Choice:

Notes

Start date: 15/01/2007

End date:

Organisation e... Terms & condit..