

Scenarios & guidance - for people with annual leave and sickness running into each other or overlapping

Scenario		Action to take	What might happen in EASY	Amendment action if record requires correction	
A	Annual leave booked and person is sick immediately before the annual leave is due to start. Goes on leave as planned.	The booked annual leave stands and the sickness ends the day before the leave starts.	End date sickness in EASY before the end date of the booked annual leave. Annual leave will transfer to ESR as a/ taken (as normal).	If sickness is not end dated before the end date of the booked annual leave period EASY will try to transfer the a/leave to ESR. This will be rejected because of the open sickness and EASY will add the (now untaken) a/leave back into person's entitlement.	End date the sickness and re-submit and re-approve the annual leave to amend the record.
B	Annual leave booked and person is sick immediately before the annual leave is due to start. Does NOT go on leave as planned and is sick until the end of (or after) the booked annual leave period.	The booked annual leave stands and the sickness ends the day before the leave starts. *If the person does not return from leave and does not produce a medical fit note treat them as absent from work.	End date sickness in EASY before the end date of the booked annual leave. Annual leave will transfer to ESR as a/ taken (as normal).	If sickness is not end dated before the end date of the booked annual leave period EASY will try to transfer the a/leave to ESR. This will be rejected because of the open sickness and EASY will then add the (now untaken) a/leave back into person's entitlement.	End date the sickness and re-submit and re-approve the annual leave to amend the record.
		unless the employee produces a medical fit note to cover the annual leave period... then	Reject the booked a/leave in EASY and record the sickness absence as normal.	If the sickness is not recorded in EASY until after the booked A/Leave period has ended the EASY will transfer the booked A/Leave as taken.	Delete the A/Leave in the EASY absence record and record the sickness as normal.
C	Annual leave booked and person is taken sick for a short period during the annual leave.	The booked annual leave stands.	None		
		unless the employee produces a medical fit note to cover the period of sickness... then	Reject the booked a/leave in EASY, this should be re-submitted and approved to cover the A/Leave actually taken, and record the sickness absence as normal.	If the booked A/Leave is not rejected and the sickness not recorded in EASY until after the originally booked A/Leave period has ended the EASY will transfer the originally booked A/Leave as taken.	Delete the original A/Leave in the EASY absence record and record the sickness as normal. Any A/Leave which has been taken should be re-submitted and approved.
D	Annual leave booked and person is taken sick during the annual leave and remains sick until the end of (or after) the booked annual leave period.	The booked annual leave stands and the sickness starts from the first working day after the booked annual leave ends.	Record the sickness starting from the first working day after the A/Leave in the normal way.		
		unless the employee produces a medical fit note to cover the period of sickness during the annual leave period... then	Reject the booked a/leave in EASY, this should be re-submitted and approved to cover the A/Leave actually taken, and record the sickness absence as normal.	If the booked A/Leave is not rejected and the sickness not recorded in EASY until after the originally booked A/Leave period has ended the EASY will transfer the originally booked A/Leave as taken.	After the end date of the original booked A/Leave, in the EASY absence record, amend the end date and hours of the A/Leave taken and record the sickness as normal.