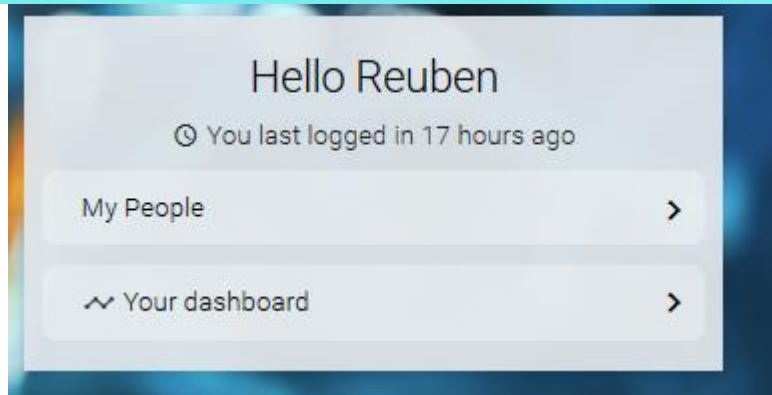


# MyWorkplace People Manager Quick Reference Card – Sickness Charts

## An introduction to the sickness charts



You can access 3 sickness charts from 'Your dashboard' on the Homepage.

Click on 'absence' banner to load the data.

## Highest sickness absence

Highest sickness absence*	
	Sickness Occurrences
Kerry-Anne Farrow (Waitress)	5
Amanda Shepherd (Barmaid)	2
Yusra Okonjo (Waitress)	2
Richard Lee (Waiter)	2
Dafydd Reece (Head Chef)	1

The data shown is based on the number of occurrences which have resulted in days lost, against each person's working pattern.

## Sickness Trend

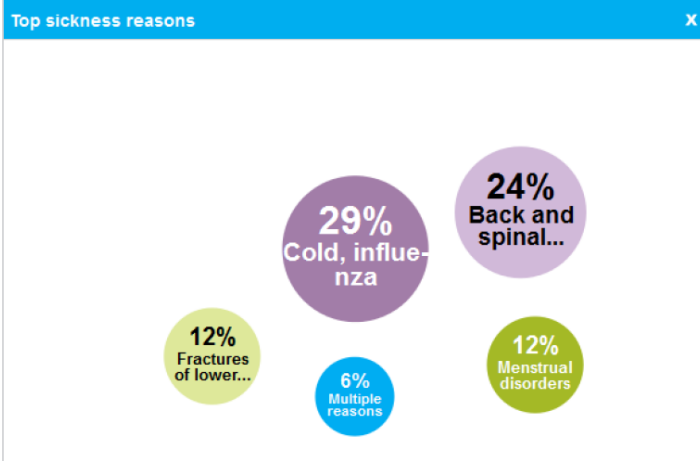


This chart displays the monthly trend of days lost due to sickness over the last 12 months. It compares each month to the same month of the previous year.

The figures are shown up to one decimal place. It also displays total days lost for both the current and previous year.

The purple bar represents days lost during the last 12 months, as of the current system date, while the green bar shows days lost during the 12 months before that.

## Top sickness reasons



The chart will show a maximum of 5 of the most commonly entered sickness reasons. The larger the bubble, the higher the percentage of sickness attributed to this reason (in relation to the other bubbles shown).