

Illness Record

General

The illness record is used to notify a colleague of illness. It is important to note that sick certificates can only be registered for the current day and the previous day. For sick days longer in the past, an [Fehlzeitantrag](#)¹ absenteeism application must be submitted.

- **For**
The person for whom the sick certificate is to be issued.
- **From date**
The date on which the sick leave starts (Today or Yesterday)
- **Absence reason**
Selection of Absence Reason (Sick)
- **Comment**
Input of possible remarks (possibly useful information for subsequent editors)

The screenshot shows the 'Krankmeldung' (Sick Leave Request) form. At the top, there is a header with the 'K' logo and the title 'Krankmeldung'. Below the header, there are three buttons: 'Prozess starten' (Process start), 'Kalender einblenden' (Show calendar), and 'Gruppenkalender einblenden' (Show group calendar). The form fields are as follows:

- Für** (For): A dropdown menu with 'Honig Helga' selected.
- Von-Datum** (From date): A date picker showing '07.07.2015'.
- Fehlgrund** (Absence reason): A dropdown menu with 'Krank' (Sick) selected.
- Bemerkung** (Comment): A large text area for input.

On the right side of the form, there is a yellow box with a warning icon and the following text:

Mit Hilfe dieses Antrags erfolgt eine Krankmeldung. Krankmeldungen sind unverzüglich an den Vorgesetzten zu melden. Rückwirkende Krankmeldungen sind nur für einen Kalendertag möglich (dies setzt voraus, dass die Krankmeldung unverzüglich telefonisch bzw. schriftlich erfolgte). Ist ein länger zurück liegender Krankenstand im Zeiterfassungssystem zu erfassen, muss dies per Fehlzeitantrag abgewickelt werden.

It is also important that the absence reason "**Sick**" is automatically booked via this request until the employee books again in the system for the first time.

Using the **Show calendar / Group calendar** buttons, the applicant can display or hide his or her own calendar.

After starting the process, you are forwarded to the **Open Requests** overview where you can see all your open requests sorted chronologically according to when they were created (for more information, see Open Requests). [Offene Anträge](#)²).

Approval process

Applicant --> Human resources department / person responsible for viewing

The application is submitted to the personnel manager for viewing (i.e. taking note of a kind).

1. </daisy/personalwolke-admin/5876-dsy.html?language=4>
2. <https://personalwolke.at/daisy/personalwolke-default/5891-dsy/g3/5878-dsy.html>