

Sick note

General

The sick note is used to report a colleague sick. It is important to note that sick leave can only be registered for the current day and the previous day. For sick days longer in the past, an [Absences request](#)¹ must be submitted.

- **For**
The person for whom the sick certificate is to be made.
- **From date**
The date on which the sick leave starts (today or yesterday)
- **Absence reason**
Selection of absence reason (sick)
- **Comment**
Input of possible comments (possibly useful information for subsequent editors)

The screenshot shows a web form titled "Sick note". At the top, there are three buttons: "Start process" (with a dropdown arrow), "Show Calendar", and "Show Group calendar". Below these is a form with the following fields:

- For:** A dropdown menu with "Huber Anna" selected.
- From-Date:** A date input field showing "20/05/2021" with a calendar icon to its right.
- Absence Reason:** A dropdown menu with "sick" selected.
- Comment:** A large text area for entering comments.

Below the form is an "Attachments" section with a dark header and a yellow minus sign icon. It contains a table with columns "Filename", "Size", and "Attached at". Below the table is an "Add attachment" button.

It is also important to know 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 [Uncompleted Requests](#)² overview where you can see all your open requests sorted chronologically according to when they were created.

Approval process

Applicant (Requestor) --> human resources department / person responsible for viewing

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

1. </daisy/personalwolke-default-en/Time-Base/10091-dsy/Fehlzeit.proc.html>
2. /daisy/personalwolke-default-en/Time-Base/10064-dsy/wf_getMyOpenRequests.act.html