

# 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](#)<sup>1</sup> 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 remarks (possibly useful information for subsequent editors)

Sick note

**For** Huber Anna

**From-Date** 20/05/2021

**Absence Reason** sick

**Comment**

**Attachments**

Filename	Size	Attached at
<input type="button" value="Add attachment"/>		

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](#)<sup>2</sup> overview where you can see all your open requests sorted chronologically according to when they were created.

## Approval process

*Applicant --> 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