

# Sick note

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## 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 comments (possibly useful information for subsequent editors)

Sick note

Start process Show Calendar Show Group calendar

For Huber Anna

From-Date 20/05/2021

Absence Reason sick

Comment

Attachments

Filename	Size	Attached at
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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 (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/webdesk-manual-admin/5876-dsy.html?language=4
2. /daisy/webdesk-manual-admin/5878-dsy.html?language=4