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)

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/webdesk-manual-admin/5876-dsy.html?language=4
2. /daisy/webdesk-manual-admin/5878-dsy.html?language=4