How to Transmit Longer Sick Leave

Sick leave is transmitted to LeitnerLeitner as part of the monthly payroll on the "Absences" tab (see Payroll from the HR admin's perspective[1]).
For the 2 types of long-term sick leave, proceed as follows:

- **Sick leave spanning several months** is entered with the first day and the last day of the sick leave or the last day of the payroll month. In the following month, entry starts again with the first of the payroll month. The sick leave is then either left open until the end of the month again or ended accordingly during the month.
- **Longer-term sick leave predicted by the doctor** (possibly several weeks): When reporting to LeitnerLeitner, the first day of the sick leave through the last day of the month is entered. In addition, the medical certificate is uploaded in the payroll on the "Payroll files" tab. This sick leave then only needs to be entered again after the predicted end date, should it still continue.

1. /daisy/webdesk-manual-admin/7876-dsy.html?language=4