

# Approving sick leave when a Medical Certificate has been provided

As an approver, when a staff member attaches a Medical Certificate to their sick leave booking you will notice on the 'Approve Requests' screen that the 'Appr' button is greyed out (unavailable – See point B below). This is because it is a mandatory requirement that the approver sight the Medical Certificate before approving the request. To do this you need to click on the "Record ID" link (below at point C) which will open the request and show more detail. Further information can be found by clicking on the "Approval button greyed out" link (below at point A).

Medical Certificate Rules Team Leave Calendar **Approval Button Greyed Out** ← A

Approve Requests

Update Clear

Academic Timesheet

Approval Status					Record ID	Name	Calendar	Total Hours	Created Date	To Be Actioned By	Escalated to you By	Approval Status	Comments
Appr	Rej	Rec Appr	Rec Rej	Escalate	No Action								
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	387372	Medical Suburb, NSW, 1234	Academic Calendar (ACAD)	5.5	18-APR-2012	03-MAY-2012	Submitted	

Whole Day Leave Request

Approval Status					Record ID	Name	Leave Code	Leave Start Date	End Date	App. Level	Escalated to you By	Created Date	To Be Actioned By	Approval Status
Appr	Rej	Rec Appr	Rec Rej	Escalate	No Action									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	387392	Medical Suburb, NSW, 1234	Sick Leave	10-SEP-2012	10-SEP-2012	1	10-SEP-2012	16-SEP-2012	S
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	387389	Medical Suburb, NSW, 1234	Personal Leave	16-AUG-2012	16-AUG-2012	1	16-AUG-2012	22-AUG-2012	S
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	387386	Medical Suburb, NSW, 1234	Annual Leave	07-JUN-2012	14-JUN-2012	1	07-JUN-2012	13-JUN-2012	S

Update Clear

The detailed approval screen will display once you have clicked on the "Record ID" link. The image to right shows the additional fields which are now displayed for your information (in the green box). You will note that there is a link to the medical certificate that the staff member has attached (point A); you are required to click on this link and view the certificate as part of this approval process.

Once you have viewed the certificate you should then update the "Medical Cert Sighted" field (point B), update the "Approval Status" field (point C) and then click on the "Update" button (point D)

You have now actioned the sick leave booking.

Medical Certificate Rules Team Leave Calendar **Approval Button Greyed Out**

View and Update Request

WEB\_LV\_BOOKINGS

Person Id	01	Name	Medical Suburb, NSW, 1234
Job Id	01		
Position	Medical Suburb, NSW, 1234		
Leave Code	SIC - Sick Leave	Reason	Sick/Unwell
Start Date	10-Sep-2012	End Date	10-Sep-2012
Unit	7 Hours		
Medical Cert.	Y	Other Doc.	
Certificate No	NA	Doctor	Dr Smith
Surgery Address1	1A Surgery Street	Surgery Address2	Medical Suburb, NSW, 1234
Cert. Issue Date	10-Sep-2012	Medical Certificate Doc	F30961/20081215150900184.pdf
Cert. Valid From	10-Sep-2012	Cert. Valid To	10-Sep-2012

Supervisor Comments

Medical Cert Sighted  ← B

Approval Status Submitted ← C

Reactivated Date

Approval Level 1

Escalation Start 10-SEP-2012 Escalation End 16-SEP-2012

Table Name WEB\_LV\_BOOKINGS Description Whole Day Leave Request

Record Id 33623947 Created Date 10-SEP-2012

Comments

Note: Comments entered are visible to the next level approver or to the requesting employee if the request is rejected.

Update Clear Close ← D

NOTE: It is an Audit requirement that you still sight the original of the medical certificate and retain it for 24 hours before destroying it.