Applying for sick leave when you have a Medical Certificate

When you have a Medical Certificate in support of a leave booking, an electronic copy of the certificate can be uploaded at the time the online leave booking is being made in Staff OnLine.

Scan and save a copy of the certificate to your C drive or Desktop where you will later retrieve it via Staff OnLine. The file will not upload to Staff OnLine if it has been saved in a network or shared drive, including My Documents.

Please ensure you are accessing Staff OnLine via Internet Explorer 11. You are likely to encounter functionality issues if using another browser (such as Google Chrome, Safari and Mozilla Firefox).

To attach the Medical Certificate to your leave booking in Staff OnLine select 'Yes' from the drop-down menu in the Leave Bookings Request. This action then makes the fields highlighted below mandatory fields in which information about the Doctor and Certificate is to be provided.

Field Descriptions – all these field are mandatory when a medical certificate has been provided.

Medical Certificate File	This is where you would upload an electronic copy of your medical certificate. Click on the Browse button and navigate to your saved file
Certificate No	This is taken from the medical certificate provided by your doctor, if no certificate number is available simply enter NA
Doctor	The name of your treating doctor
Surgery Address1	The street address of your treating doctor
Surgery Address2	The suburb and post code of your treating doctor
Cert. Issue Date	The date that your doctor issued the medical certificate
Cert. Valid From	The start date provided by your doctor for your period of absence
Cert. Valid To	The end date provided by your doctor for your period of absence

NOTE: It is an audit requirement that you still provide the original certificate to your supervisor who is required to sight the original and retain it for 24 hours before destroying it