

# 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									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	387372	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										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	387392	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	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	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

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

**Supervisor Comments**

Medical Cert Sighted  ← B

Approval Status Submitted ← C

Reactivated Date

<b>Approval Level</b>	1	<b>Escalation End</b>	16-SEP-2012
<b>Escalation Start</b>	10-SEP-2012	<b>Description</b>	Whole Day Leave Request
<b>Table Name</b>	WEB_LV_BOOKINGS	<b>Created Date</b>	10-SEP-2012
<b>Record Id</b>	33623947		

**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.