

## Purpose

Use this procedure to submit requests for the following leave absences:

- Certified Sick Leave - used to record sick leave with full pay only.
- Uncertified Sick Leave - used for uncertified sick leave (USL is 7 days per cycle).
- Jury Duty - used to record time spend reporting/servicing jury duty.

## Intended Audience

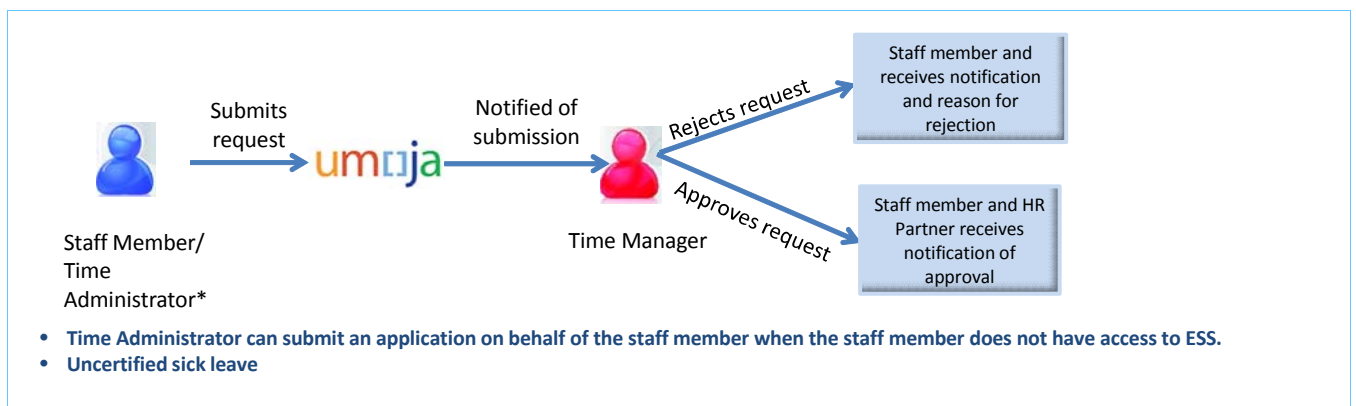
- *Staff Member*

## Global Process

This process begins after the *staff member* has logged into the [Umoja Employee Self-Service](#) application.

Different types of leaves may require different levels of approval. Below is a description of the types of leaves covered by this procedure and their approval requirements.

### Uncertified Sick Leave

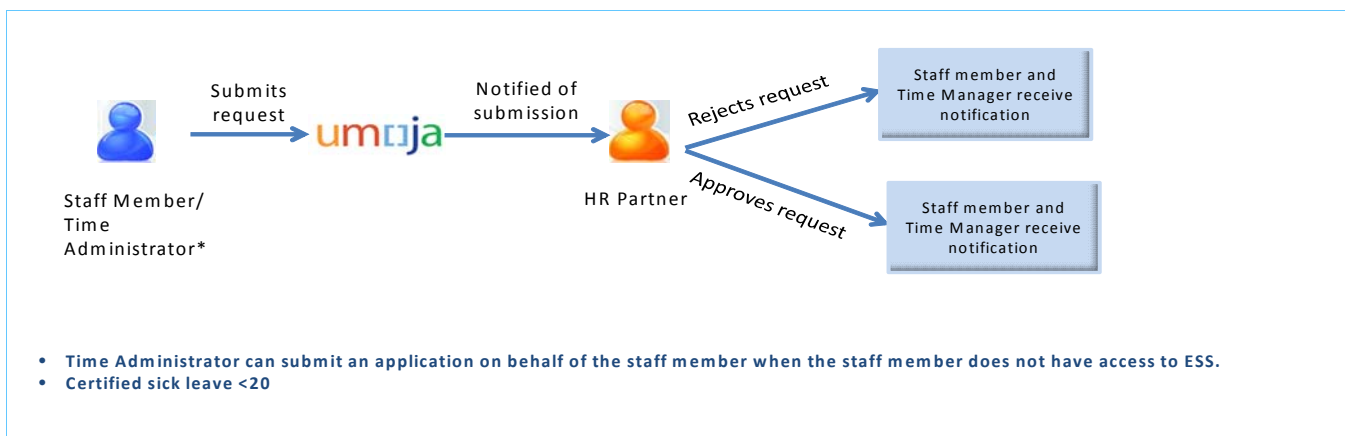


1. *Staff member* submits a request for leave through the Umoja Employee Self-Service portal.
2. *Time Manager* verifies and reviews the request through the Umoja Approver Work Centre.

- a. If the **Time Manager** approves the request, the request is recorded in ECC and a notification is sent to the **staff member**. Uncertified sick leave is not a different quota from sick leave, so any time taken as uncertified sick leave will be deducted from the sick leave with full pay quota.
- b. If the **Time Manager** rejects the request, the **staff member** is notified. The **staff member** will need to create and submit a new request.

### ***Certified Sick Leave for less than 20 days in a cycle or Jury Duty***

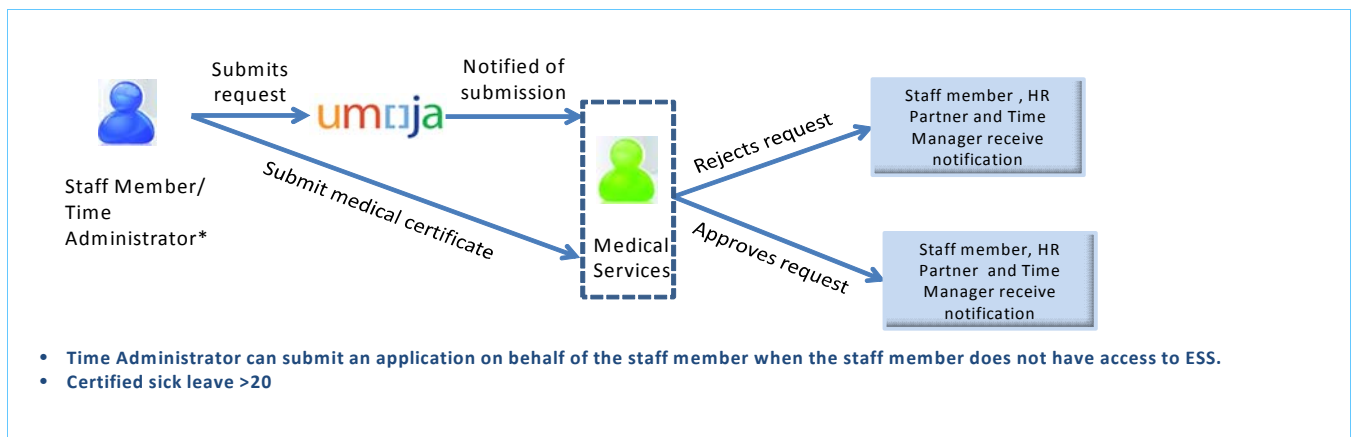
This type of leave requires the approval from the **HR Partner**.



1. **Staff member** submits a request for leave through the Umoja Employee Self-Service portal and attaches a medical certificate without a diagnosis from a licensed practitioner or the notification of jury duty.
2. **HR Partner** verifies and reviews the request through the Umoja Approver Work Centre.
  - a. If the **HR Partner** approves the request, the request is recorded in ECC and a notification is sent to the **staff member** and **Time Manager**.
  - b. If the **HR Partner** rejects the request, the **staff member** and **Time Manager** are notified. The **staff member** will need to create and submit a new request.

### ***Certified Sick Leave for more than 20 days during a leave cycle.***

This type of leave requires the approval from **Medical Services**.



1. **Staff member** submits offline a medical certificate with a diagnosis from a licensed medical practitioner to **Medical Services**.
2. **Staff member** submits a request for leave through the Umoja Employee Self-Service portal.
3. Once the system identifies that you are exceeding 20 days of sick leave in a cycle, it will be routed to **Medical Services** for review.
4. **Medical Services** reviews the request.
  - a. If **Medical Services** approves it a notification is sent to the **staff member, HR Partner** and **Time Manager**.
  - b. If **Medical Services** rejects it, the **staff member, HR Partner** and **Time Manager** are notified. The **staff member** will need to create a new request and submit additional information for reconsideration.

## Pre-requisites

- For certified sick leave less than 20 days, a medical certification without a diagnosis.
- For certified sick leave greater than 20 days, a medical certification with a diagnosis.
- For jury duty, notification of jury duty.

## Objectives

As part of the demonstration, we will show you:

1. How to check your sick leave balances.
2. How to submit a sick leave request
3. How to check the status of your request.

## Scenario

A *staff member* submits a request for 20 days of certified sick leave starting on 13 April and ending on 11 May.

## Menu Path

Use the following menu path(s) to begin this process:

[Employee Self-Service SM](#) > [Overview](#) > [Time Management](#)> [Create Leave Request](#)

## Procedure

1. Start the transaction using the menu path:

[Employee Self-Service](#)>[Time Management](#)>[Create Leave Request](#)

Overview - Umoja training portal - T2J - Windows Internet Explorer



2. Click on the [Employee Self-Service SM](#) tab.

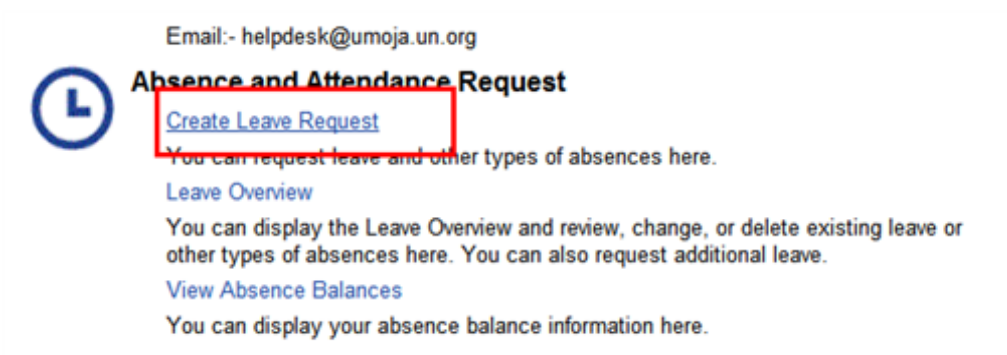
## Employee Services



The screenshot shows two sections on the Employee Services page. The first section, 'Life and Work Events', includes an icon of a calendar and a line graph, and a description: 'Guides you through a number of Life and Work Events from a birth of a child to beginning work at a new company.' The second section, 'Time Management', includes an icon of a clock and a description: 'In this area, you can use services to record your working time, request leave, and display your time account data.' The 'Time Management' link is highlighted with a red box.

3. Click on the [Time Management](#) link.

## Time Management.



The screenshot shows the 'Time Management' page. At the top, it says 'Email:- helpdesk@umoja.un.org'. Below that is the section 'Absence and Attendance Request' with a clock icon. The 'Create Leave Request' link is highlighted with a red box. Below this are three sub-sections: 'Leave Overview', 'View Absence Balances', and 'Absence and Attendance Request' (repeated). Each sub-section has a brief description of its function.

4. Click on the [Create Leave Request](#) link.

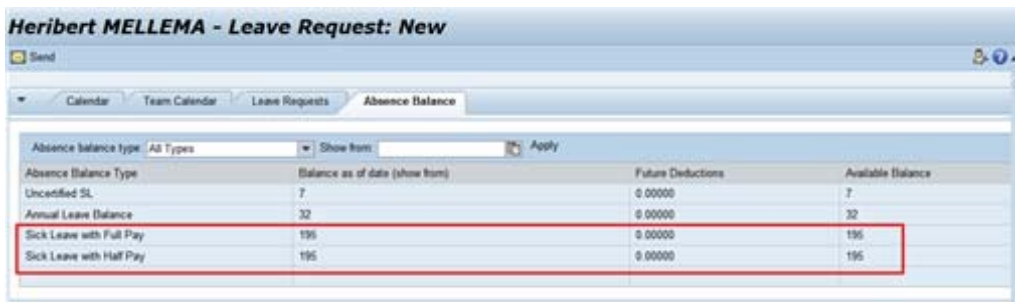
Heribert MELLEMA - Leave Request: New



5. Click on the **Absence Balance** tab.

Most leave types have a quota (maximum amount of time) that can be taken as leave. You are advised to check your total balance at the time of the request so that you know how much time you can request.

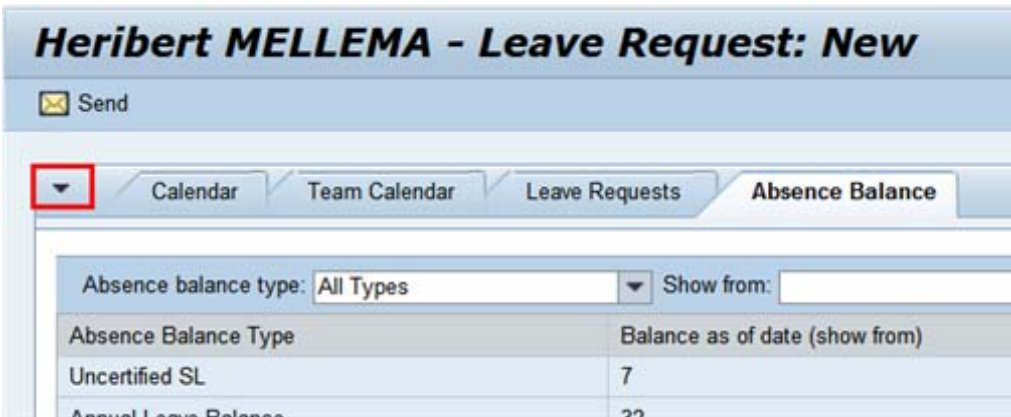
Heribert MELLEMA - Leave Request: New



Absence Balance Type	Balance as of date (show from)	Future Deductions	Available Balance
Uncertified SL	7	0.00000	7
Annual Leave Balance	32	0.00000	32
Sick Leave with Full Pay	195	0.00000	195
Sick Leave with Half Pay	195	0.00000	195

6. Your available balances will be displayed in the Available Balance column. In this scenario, the staff member has a balance of 195 days of sick leave on full pay and 195 on half pay. There are no future approvals that may be deducted from the quota so the total available balance remains 195 for both and we know we can proceed with the request.

Heribert MELLEMA - Leave Request: New




**Heribert MELLEMA - Leave Request: New**

Send

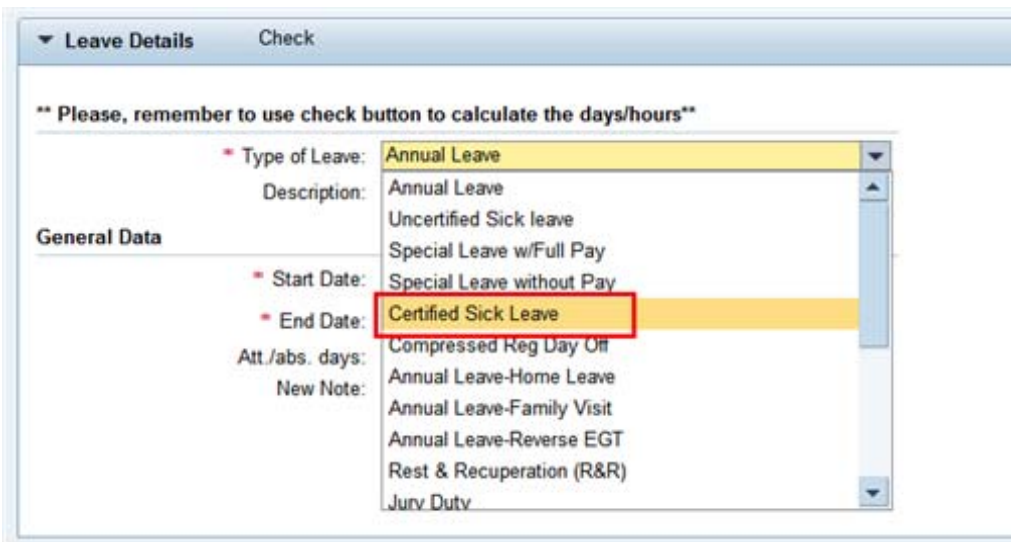
Calendar Team Calendar Leave Requests Absence Balance

Absence balance type: All Types Show from:

Absence Balance Type	Balance as of date (show from)
Uncertified SL	7
Annual Leave Balance	22

- Click on the collapse  button to close the Absence balance section.

Heribert MELLEMA - Leave Request: New



Leave Details Check

**\*\* Please, remember to use check button to calculate the days/hours\*\***

Type of Leave: Annual Leave

Description: Annual Leave  
Uncertified Sick leave  
Special Leave w/Full Pay  
Special Leave without Pay

Start Date: Special Leave without Pay

End Date: **Certified Sick Leave**

Att./abs. days: Compressed Reg Day Off

New Note: Annual Leave-Home Leave  
Annual Leave-Family Visit  
Annual Leave-Reverse EGT  
Rest & Recuperation (R&R)  
Jury Duty

8. Select the type of leave request from the list of options. In this demonstration, we will be selecting "Certified Sick Leave" but the same procedure can be used to select uncertified sick leave or jury duty.

Each of these requests can be made in advance within the following time periods:

- Jury Duty - 1 month
- Certified Sick Leave - 3 years
- Uncertified Sick Leave - 1 month

**Heribert MELLEMA - Leave Request: Certified Sick Leave, 30.03.2015**

**General Data**

Start Date: 30.03.2015

End Date: April 2015

Att./abs. days: 1.00

Approver Name:

New Note:

	Mo	Tu	We	Th	Fr	Sa	Su
14	30	31	1	2	3	4	5
15	6	7	8	9	10	11	12
16	13	4	15	16	17	18	19
17	20	21	22	23	24	25	26
18	27	28	29	30	1	2	3
19	4	5	6	7	8	9	10

9. Select the date the leave is to start. Dates can be selected from the calendar by clicking on the Calendar icon or entering directly into the field using the DD.MM.YYYY format. In this demonstration, select 13 April from the calendar.



**Heribert MELLEMA - Leave Request: Certified Sick Leave, 30.03.2015**

**General Data**

Start Date: 13.04.2015

End Date: 30.03.2015

Att./abs. days: 1.00

Approver Name:

New Note:

May 2015						
Mo	Tu	We	Th	Fr	Sa	Su
18	27	28	29	30	1	2
19	4	5	6	7	8	9
20	11	12	13	14	15	16
21	18	19	20	21	22	23
22	25	26	27	28	29	30
23	1	2	3	4	5	6

10. Select the date the leave is to end. Dates can be selected from the calendar by clicking on the Calendar icon or entering directly into the field using the DD.MM.YYYY format. In this demonstration, select 11 May from the calendar.

**Heribert MELLEMA - Leave Request: Certified Sick Leave, 30.03.2015**

**General Data**

Start Date: 13.04.2015

End Date: 11.05.2015

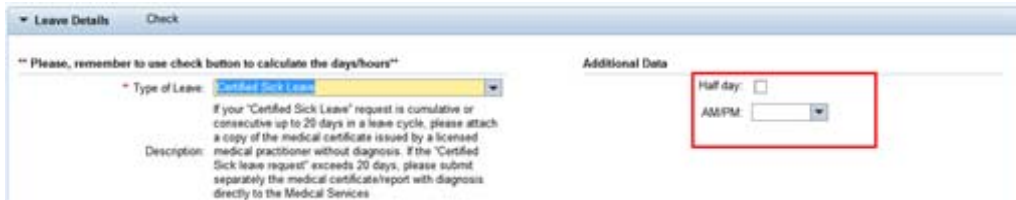
Att./abs. days: 1.00

Approver Name: HR Partner

New Note: I have to take 20 days of certified sick leave

11. You may add remarks or comments to the approver in the New Note box, for example we added "I have to take 20 days of certified sick leave".

Heribert MELLEMA - Leave Request: Certified Sick Leave, 30.03.2015



Leave Details | Check

\*\* Please, remember to use check button to calculate the days/hours\*\*

\* Type of Leave: **Certified Sick Leave**

Description: If your "Certified Sick Leave" request is cumulative or consecutive up to 20 days in a leave cycle, please attach a copy of the medical certificate issued by a licensed medical practitioner without diagnosis. If the "Certified Sick leave request" exceeds 20 days, please submit separately the medical certificate/report with diagnosis directly to the Medical Services

Additional Data

Half day:

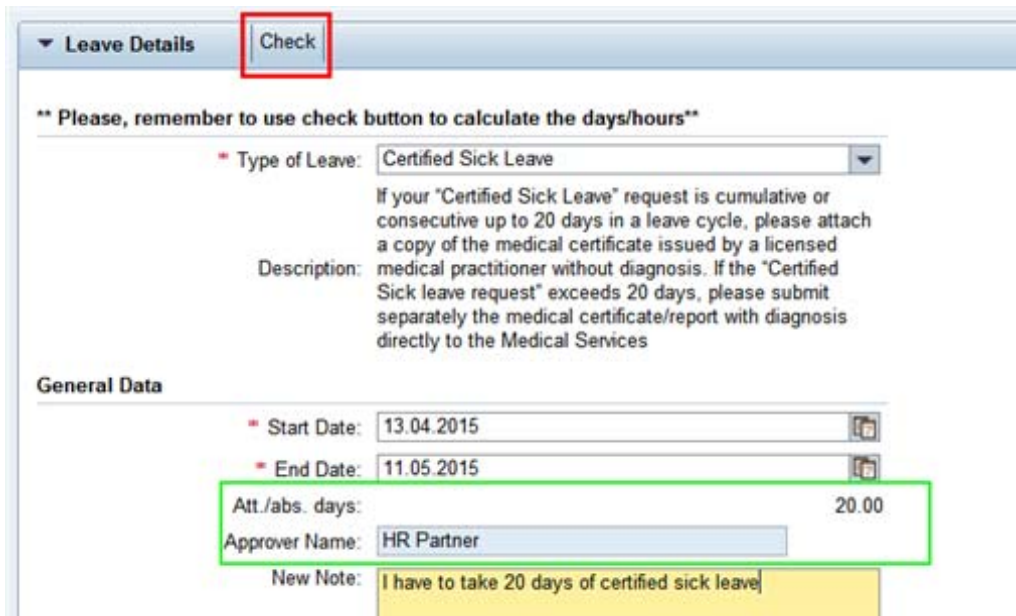
AM/PM:

- You can request a half day leave by placing a checkmark in the half day field and selecting whether you are taking the AM or PM off. By default the range of dates are full days, if you click on half days the range of dates will be half days. In this example, the box will not be checked as we are requesting 20 full days.



Remember, half day and full day requests must be entered as two separate requests. You can only use the Employee Self-Service portal to request half days of sick leave on full pay. It cannot be used to request sick leave on half pay, which must be routed offline to the HR Partner.

Heribert MELLEMA - Leave Request: Certified Sick Leave, 30.03.2015



Leave Details | **Check**

\*\* Please, remember to use check button to calculate the days/hours\*\*

\* Type of Leave: **Certified Sick Leave**

Description: If your "Certified Sick Leave" request is cumulative or consecutive up to 20 days in a leave cycle, please attach a copy of the medical certificate issued by a licensed medical practitioner without diagnosis. If the "Certified Sick leave request" exceeds 20 days, please submit separately the medical certificate/report with diagnosis directly to the Medical Services

General Data

\* Start Date: 13.04.2015

\* End Date: 11.05.2015

Att./abs. days: 20.00

Approver Name: **HR Partner**

New Note: I have to take 20 days of certified sick leave

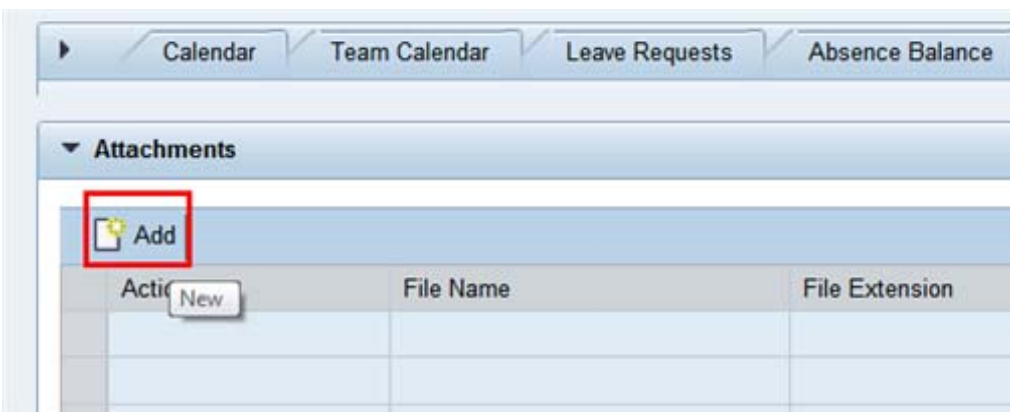
13.

Click on the **Check** button. This will check your request against any other requests you have submitted and your leave balances.



The total Att/abs. days will be calculated and the applicable approver will appear in the Approver Name field.

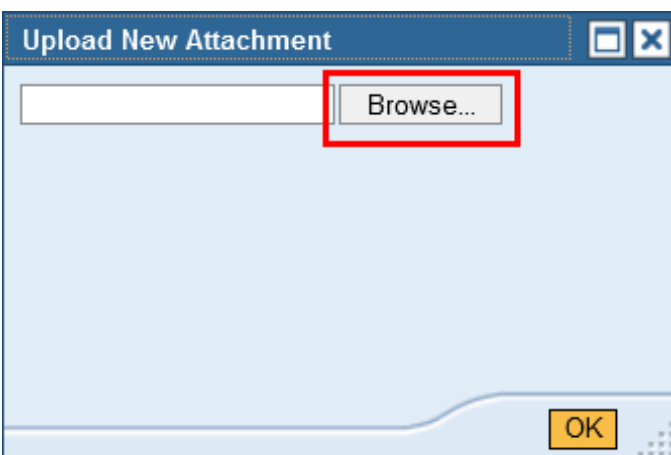
### Heribert MELLEMA - Leave Request: New



14.

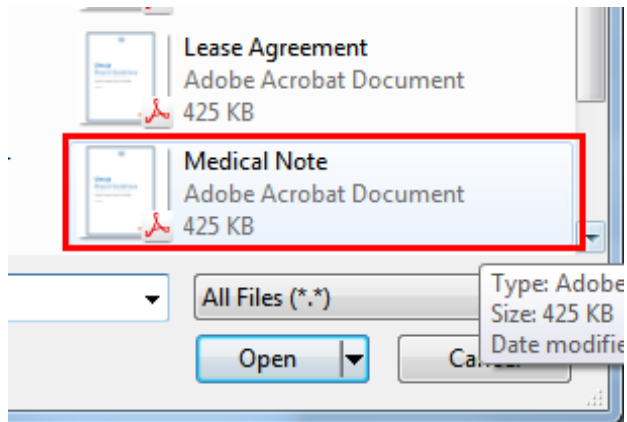
Click on the **Add** button to attach ALL required documents.

### Upload New Attachment



15. Click on the browse  button.

#### Choose File to Upload



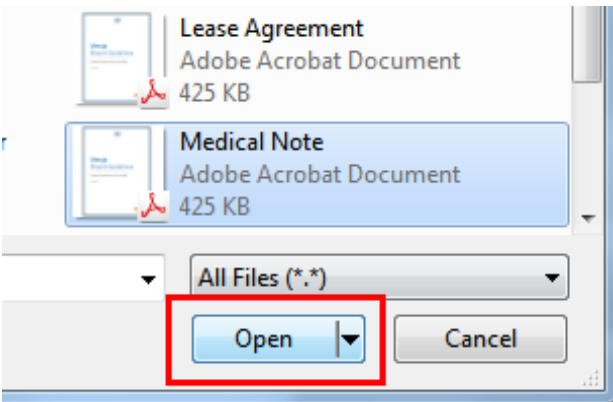
16. Select the document to attach.

- If the sick leave request is for 20 days or less than a medical certificate without a diagnosis is attached.
- If the sick leave request was for more than 20 days, then a medical certificate with a diagnosis would have to be submitted offline to Medical Services simultaneously with the submission of the request.



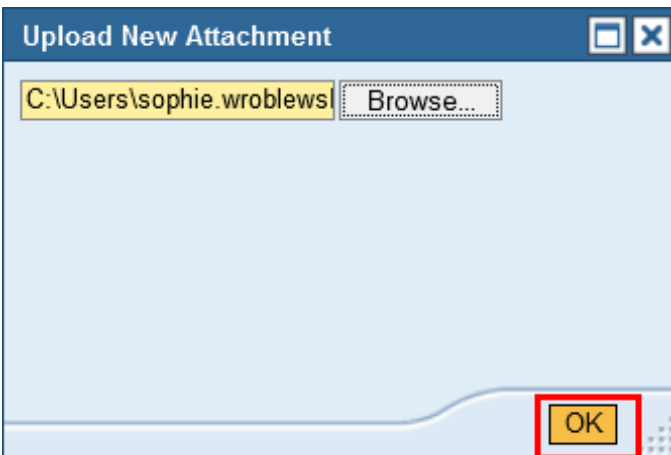
Depending on the number of days requested, the system will determine whether the request will be routed to the HR Partner or Medical Services. In this case, the request will be routed to the HR Partner since it is for 20 days or less.


### Choose File to Upload



17. Click on the  button.

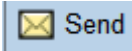
### Upload New Attachment



18. Click on the  button. The attachment will appear in the list.

Heribert MELLEMA - Leave Request: Certified Sick Leave, 13.04.2015-11.05.2015



19. Click on the  button. You will be asked to verify the information you entered for the request.

Leave Request: New


**Leave Request: New**

**Type of Absence**  
Type of Absence: Certified Sick Leave

**General Data**  
Start Date: 13.04.2015  
End Date: 11.05.2015  
Abs/Att days: 20.00  
Approver Name: HR Partner  
Note: I have to take 20 days of certified sick leave  
Used: Sick Leave with Full Pay: 20.00 Days

**Additional Data**  
Half-day:  
AM/PM:  
Selected time manager to e-mail: All

OK Cancel

20. Verify the information (dates, note, calculation of used dates and approvers who will be notified) and click on the  button.

Heribert MELLEMA - Leave Request: New



21. Your request will be sent to your HR Partner and a notification will be sent to your time manager.

Create Leave Request - Umoja training portal - T2J - Windows Internet Explorer



22. Click on the **Leave Requests** tab.

Leave Overview

Type of Absence	Start Date	End Date	Next Processor	Status	Att./abs. days	Att./abs. hours	Used
Certified Sick Leave	13.04.2015	11.05.2015	JAMIE ROSELINE	Sent	20.00	0.00	20 Days

23. Your request has been sent to your HR Partner and is shown in the Leave Requests as sent. The status will change when approved.





