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.

*Time Administrator can submit an application on behalf of the staff member when the staff member does not have access to ESS.

Uncertified sick leave
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**.
Submit a request for uncertified or certified sick leave or jury duty

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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.

• Time Administrator can submit an application on behalf of the staff member when the staff member does not have access to ESS.
• Certified sick leave >20
**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**

2. Click on the **Employee Self-Service SM** tab.
Submit a request for uncertified or certified sick leave or jury duty

Quick Reference

Employee Services

3. Click on the Time Management link.

Time Management

4. Click on the Create Leave Request link.
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.

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

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.
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.

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".
12. 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.
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**

[Image of attachment upload interface]
15. Click on the browse button.

**Choose File to Upload**

- Medical Note
  - Adobe Acrobat Document
  - 425 KB

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.
17. Click on the **Open** button.

18. Click on the **OK** 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.
Submit a request for uncertified or certified sick leave or jury duty
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### Leave Request: New

<table>
<thead>
<tr>
<th>Type of Absence</th>
<th>Certified Sick Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Data</td>
<td></td>
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<tr>
<td>Start Date</td>
<td>13.04.2015</td>
</tr>
<tr>
<td>End Date</td>
<td>11.05.2015</td>
</tr>
<tr>
<td>Abs/Att days</td>
<td>20.00</td>
</tr>
<tr>
<td>Approver Name</td>
<td>HR Partner</td>
</tr>
<tr>
<td>Note</td>
<td>I have to take 20 days of certified sick leave</td>
</tr>
<tr>
<td>Used</td>
<td>Sick Leave with Full Pay: 20.00 Days</td>
</tr>
<tr>
<td>Additional Data</td>
<td></td>
</tr>
<tr>
<td>Half-day</td>
<td></td>
</tr>
<tr>
<td>AM/PM</td>
<td></td>
</tr>
<tr>
<td>Selected time manager to e-mail</td>
<td>All</td>
</tr>
</tbody>
</table>

20. Verify the information (dates, note, calculation of used dates and approvers who will be notified) and click on the **OK** button.
21. Your request will be sent to your HR Partner and a notification will be sent to your time manager.

22. Click on the Leave Requests tab.

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.
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Quick Reference