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).

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.

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.