• **Record Certified Sick Leave**

On the Employee Dashboard under Book Time Off, select the *Type* of leave you are requesting, in this instance Certified Sick Leave.

-	Employee Dasi	nboard			
	Book Time Off Employee Dashboard > Book	Time Off			
	Create New Leave Request				
	Annual Leave	Leave Type			
	CERTIFIED SICK LEAVE				

Enter the relevant dates (use Part Day slider for single half day)

Use the dropdown arrow on the Reason field to select a reason from the list available. Enter a comment if you wish. Please note that any field with an asterisk is mandatory.

Book Time Off Employee Dashboard > Book Time Off				в	ACTIONS A
Create New Leave Request	Part Day			A	ttach Documents
Start Date* 06-Mar-2024	End Date* 06-Mar-2024	Ē			
Reason* Unfit For Work Select a Reason	·				
Comments			People XD		SUBMIT

To access the "Attach Document" option, select the Actions arrow. This will open a file manager where you may upload your document or certificate. Select the Upload arrow as highlighted and choose your file.

CERTIFIED SICK LEAVE ON ESS – A QUICK GUIDE

Book Time Off				1000		ACTIONS -
Employee Dashboard > Book Time Off			Upload		15 8 4 4	San Arris
Create New Leave Request			0			
Leave Type * CERTIFIED SICK LEAVE	•	Part Day	Click or drop files here to upload			
Start Date * 06-Mar-2024		End Date * 06-Mar-2024				
			NOTHING TO SEE HERE			
Reason* Unfit For Work	¥					
Select a Reason						
				OK		
Comments				UK		
$\leftarrow \rightarrow \checkmark \uparrow$		« SIC	C > Medical \checkmark C	Searc	h Medical Cert	Q
Organise • New	fold	ler			≣ •	
> Apps	-	Na	ime		Status	Date mod
> Attachments					\odot	17/01/20
> 🦰 Citrix Transfer	тe					
> Custom Offic	e		•			
> 🔄 Desktop						
> 🔁 Documents						
> 📒 Email attachn	ne					
> Control of the arguing the	-					
> Microsoft Tea	n T	_		_		
Fi	ile na	ame: ME	DICAL CERTIFICATION ~	All Fil	es	~
				(Open	Cancel

Double click on File name or select Open to upload. Select OK once it has been uploaded successfully.

Upload





The document can be reviewed on the 'Book Time Off' window to view the Document Information and selecting the ellipsis as shown below. Please select Submit to send the request to your designated leave approver.



CERTIFIED SICK LEAVE ON ESS – A QUICK GUIDE

Your Request has been successfully submitted.

Please note once a leave request has been submitted through ESS it may take several minutes for the request to be processed and sent to the Line Manager/Leave Approver

- 1. Your Leave Approver will receive an email notification to their **@ucc.ie email address** notifying them that you have submitted a Certified Sick Leave request, and it requires action.
- 2. You will also receive an email to your @ucc.ie email address verifying that your Certified Sick Leave request has been submitted.
- 3. On the My Requests widget you will now see your request displayed as Submitted

Employee Dashboard	My Requests	_	BOOK TIME OFF	ACTIONS -
() My Time		Start Mon 04th Mar 2024		
€ Payment	4 Day(s)	End Thu 07th Mar 2024 Submitted Wed 06th Mar 2024	Submitted	

- 4. The manager can view the request on their Manager Dashboard on ESS (along with any document attached) and may select 'Recommend for Approval' which will automatically forward the request to the People & Culture Leave Administrator. For Certified Sick Leave, the P&C Leave Administrator approval step is necessary, as supporting documentation is required and this updates the employee record. Once the submitted request has been approved by the Leave administrator you will then receive an email confirming the approval to **your @ucc.ie email address**
- 5. When you log into ESS you will also see the status of your leave request has been changed to Approved on the My Requests widget

My Requests		BOOK TIME OFF	
All Time	• <u>-</u>		
1 Day(s)	Start Fri 12th Jan 2024 End Fri 12th Jan 2024 Submitted Wed 17th Jan 2024	Approved	

 If you submit a leave request and it is rejected, you will be notified via email to your @ucc.ie email address. The request status will display as Rejected on ESS under 'My Requests'.

My Requests		BOOK TIME OFF ACTIONS -
	Start Thu 23rd Nov 2023	
23 NOV 1 Day(s)	End Thu 23rd Nov 2023 Submitted Thu 23rd Nov 2023	Rejected