

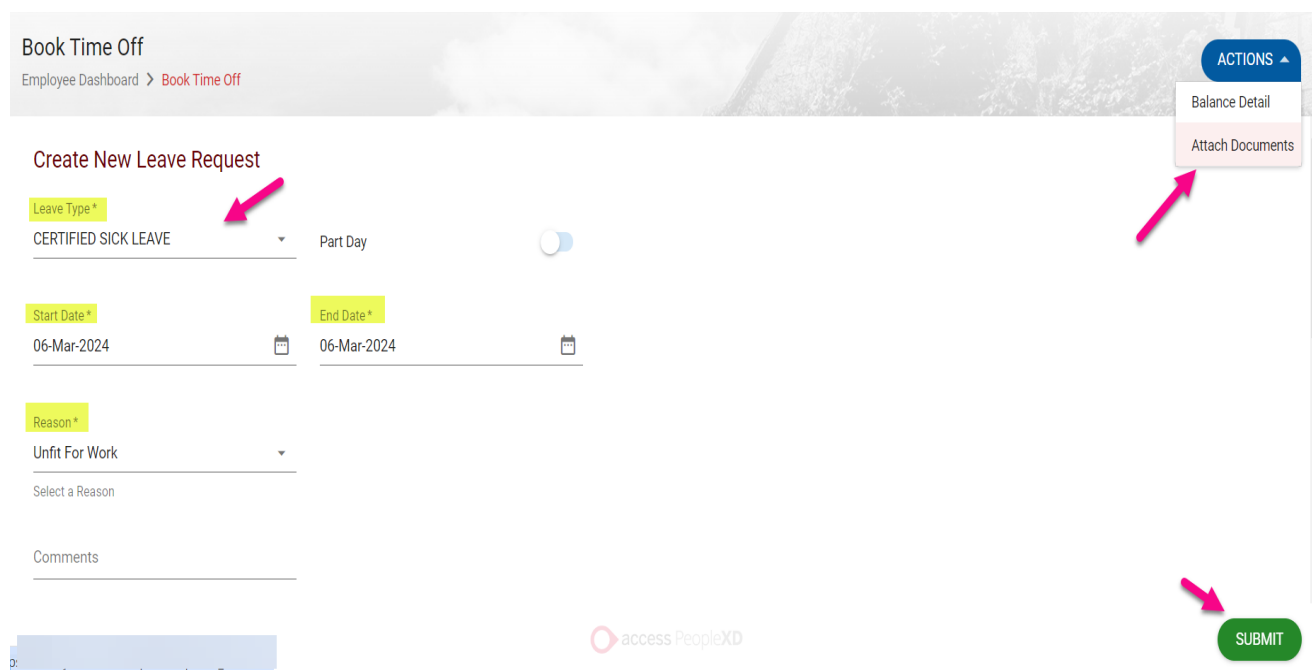
- **Record Certified Sick Leave**

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



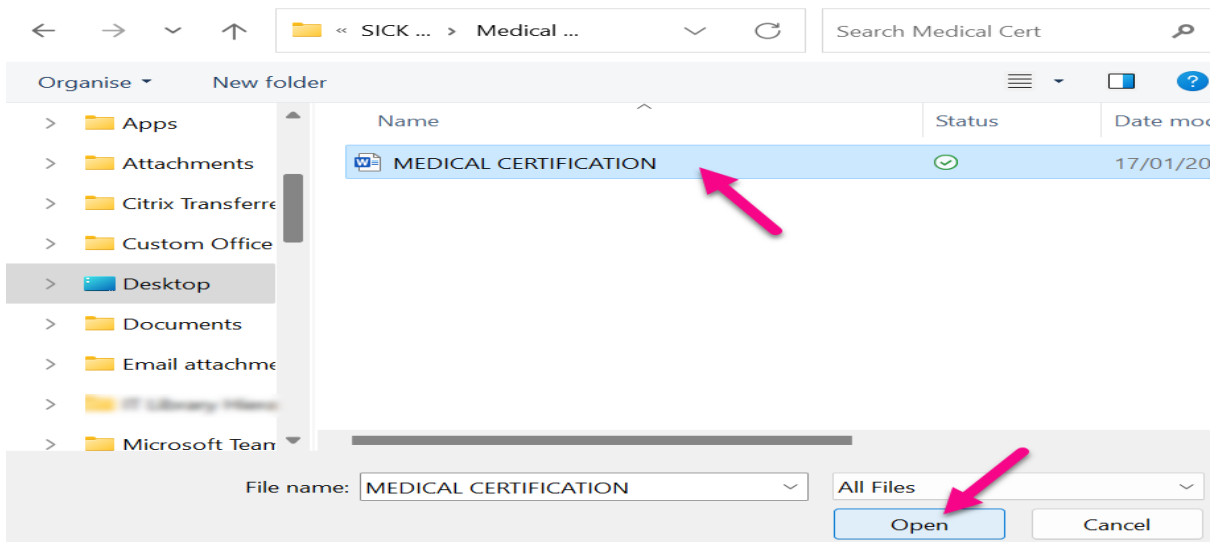
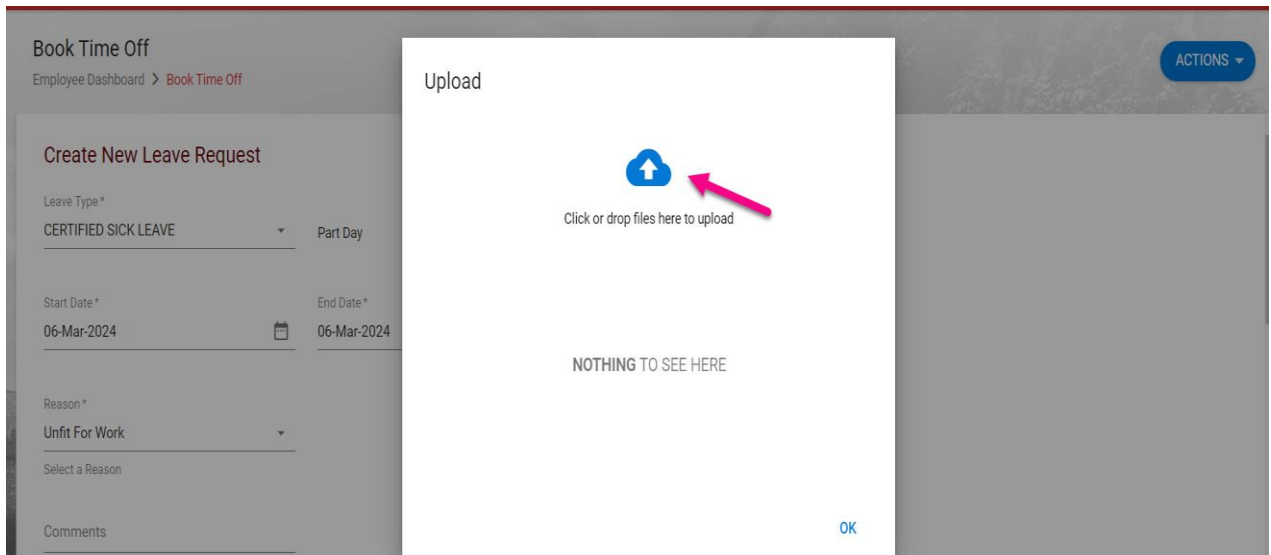
Enter the relevant dates (use Part Day slider for single half day)

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.



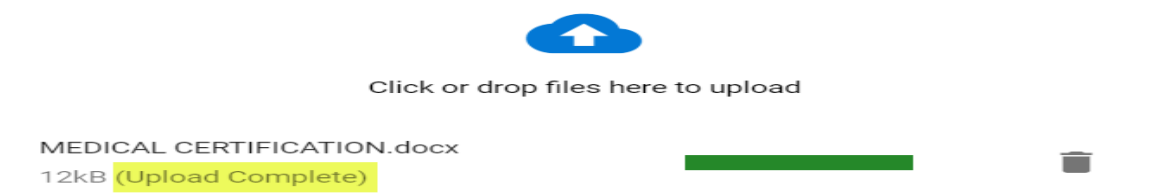
To access the “Attach Document” option, select the **Actions** arrow. This will open a file manager where you may upload your document or certificate. Select the Upload arrow as highlighted and choose your file.

CERTIFIED SICK LEAVE ON ESS – A QUICK GUIDE



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

Upload



CERTIFIED SICK LEAVE ON ESS – A QUICK GUIDE

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.

Book Time Off
Employee Dashboard > Book Time Off

Document Information

Document Name	File Size
MEDICAL CERTIFICATION.docx	12kB

Balance Information

Name	Allowance	Requested	Booked	Remaining
Annual Leave (Current)	31.00	0.00	0.00	41.00

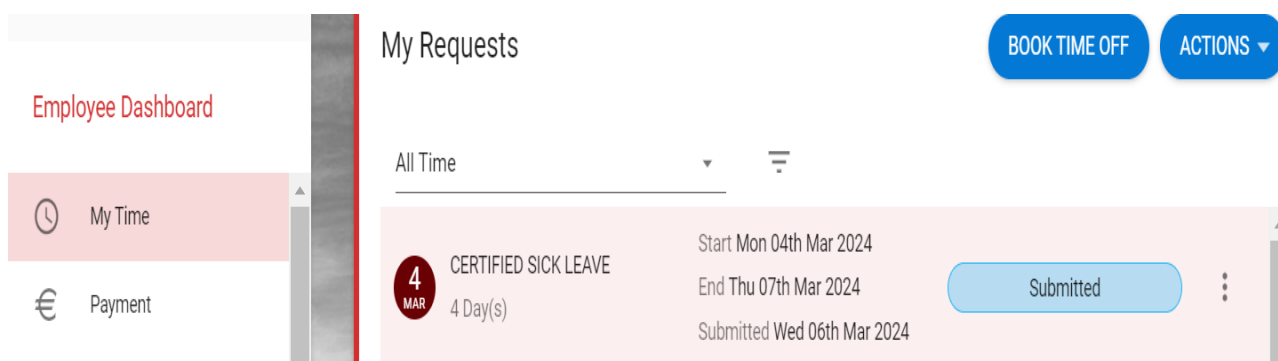
access PeopleXD

SUBMIT

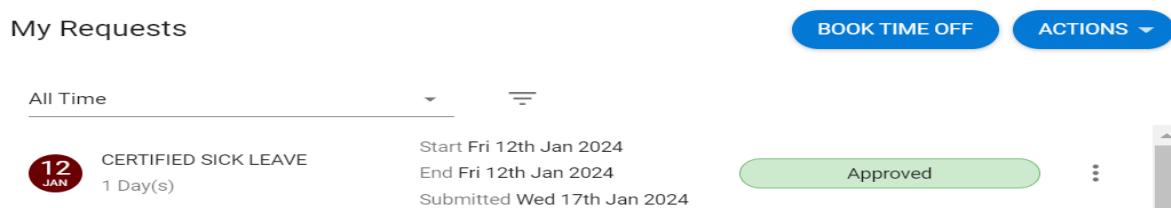
Your Request has been successfully submitted.

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**





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



- 6. 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 ▾

All Time ▾ 

	CERTIFIED SICK LEAVE 1 Day(s)	Start Thu 23rd Nov 2023 End Thu 23rd Nov 2023 Submitted Thu 23rd Nov 2023	Rejected
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