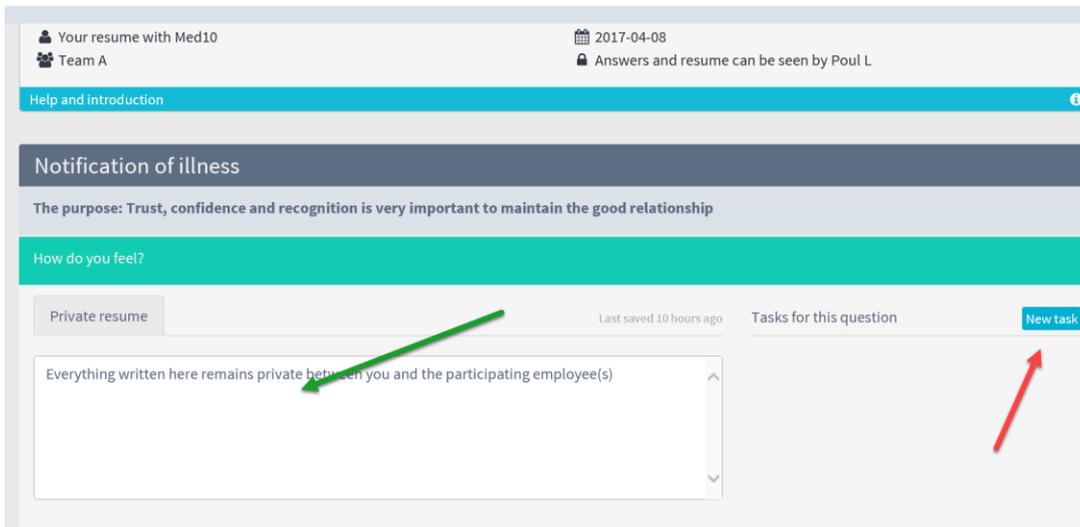


Sickness Absence Dialogue

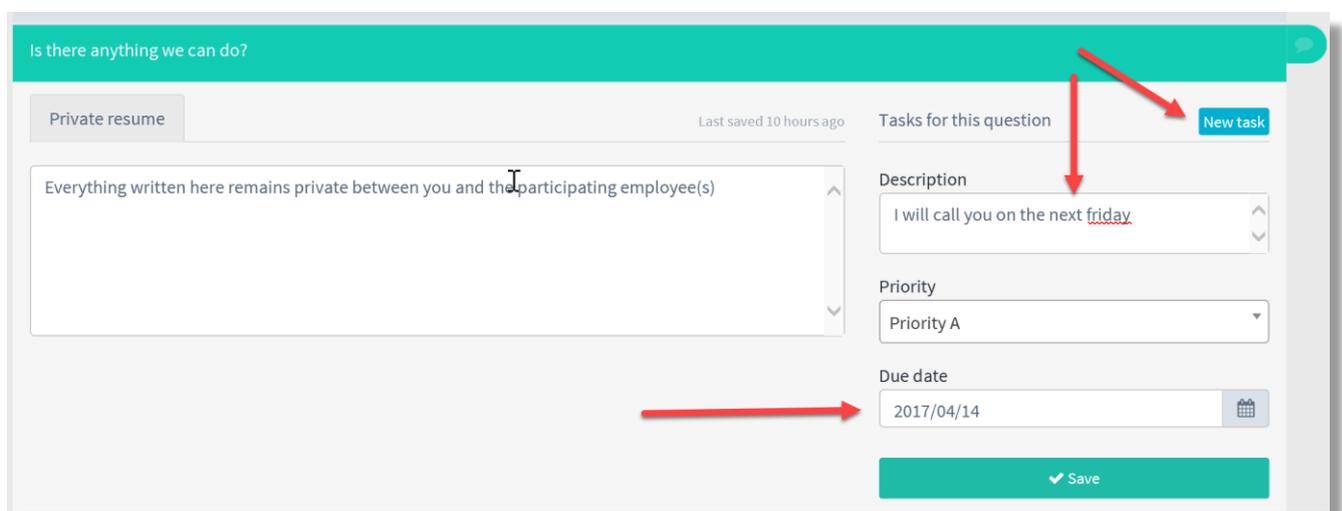


The screenshot shows the 'Sickness absence' module for 'Med10'. The main heading is 'Sick leave for Med10'. Below this, there are two panels. The left panel, titled 'Employees you can have dialogue with', lists 'Med10' (2017-04-03) and 'Med1' (2017-03-22). The right panel, titled 'Med10 (musskematest+med10@gmail.com)', shows a detailed view of the absence record, including 'Help and introduction', 'Sick day 5', 'Sick day 1', 'Supplementary', and 'Help and introduction'. The interface includes navigation buttons like 'Fit for duty', 'First sick day', and 'History'. Red arrows point to the 'Med10' entry in the list and the 'Sick day 5' entry in the detailed view. A yellow arrow points to the 'Fit for duty' button, a blue arrow to the 'First sick day' button, and a green arrow to the 'History' button.

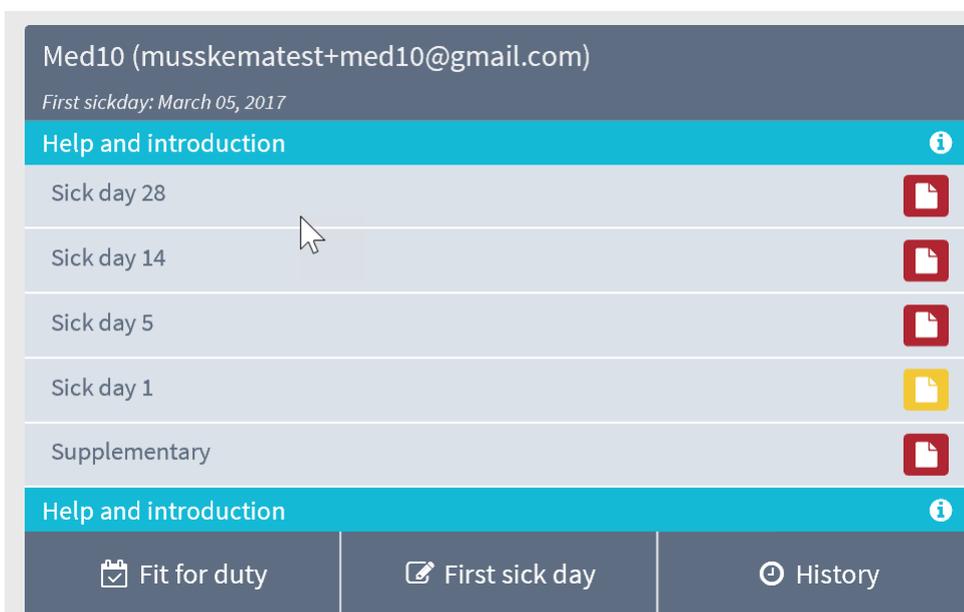
1. Your sick employee appears in the part of the screen here. And an e-mail has been sent to the manager concerning the employee being sick. The Manager can take a dialogue with the sick person day 1 and day 5 and so on... and manager can make some notes or tasks
2. It is also possible to see history for this sick person (green arrow) or correct the first sick day (blue arrow) report the employee fit for duty. Click the icon by the yellow arrow. Select the date of the last day of absence (yellow arrow) And click on 'Report fit for duty' (yellow arrow).
3. When you, as a manager, are going to have a dialogue with an employee concerning sick absence, go to the 'Sick Absence Module' (also see the guide: 'When you log in as a manager'). Here you can find the absent employee – click on the name, and you will be taken to the dialogue
4. For a start, there are two sheets which you must click to open:
 - 'Supplementary', which is also available for opening and writing except during the fixed dialogues on fixed days
 - 'Sick day 1', which is a fixed sheet which must be filled in on the first day of absence. If the resume is not written on the same day it is possible to backdate the date of the sheet.



5. Click on the bar with the question to write a resume.



6. You can also create tasks/agreements with deadlines for each question. Write the text in the field (red arrow). Choose a priority and a deadline for the agreement (red arrow). And: Save.



7. If the employee is absent for a longer period of time, new sheets will appear on the relevant days following the notification of illness. And the manager will be informed via e-mail, when it is time for a new

interview with the absent employee. If you have held an interview, written a resume and completed the dialogue, the icon will switch from red to green.

8. If the employee is still sick after day 28, the dialogue may be continued under 'Supplementary', which is always open with new fields for writing and creating tasks/agreements with deadlines.
9. The employee can be reported fit for duty by clicking here.
10. The Sickness Absence Dialogue is now in your archive.