

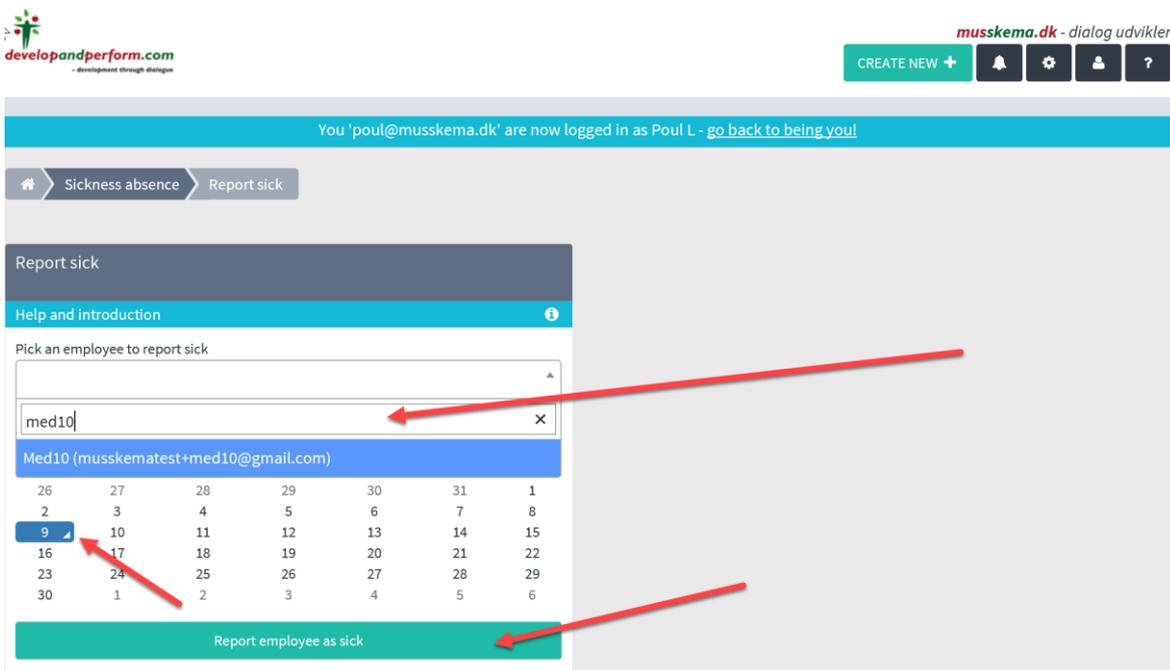
Sickness Absence Module – a dialogue tool



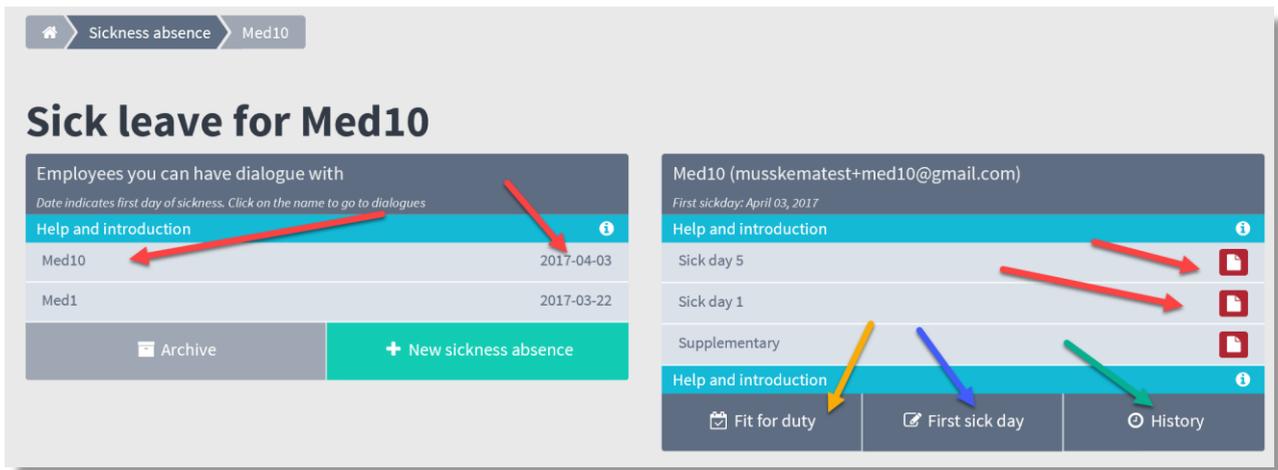
1. All employees created in Musskema.dk can report a co-worker as being absent due to sickness together with a date for the beginning of the period of absence. But they can neither see or do anything else. It isn't possible to write anything about the cause of the absence either. It is the responsible manager - or an employee authorised by the manager to do so - who can go to the Sickness Absence Module to perform the sickness absence dialogues and write the resume.



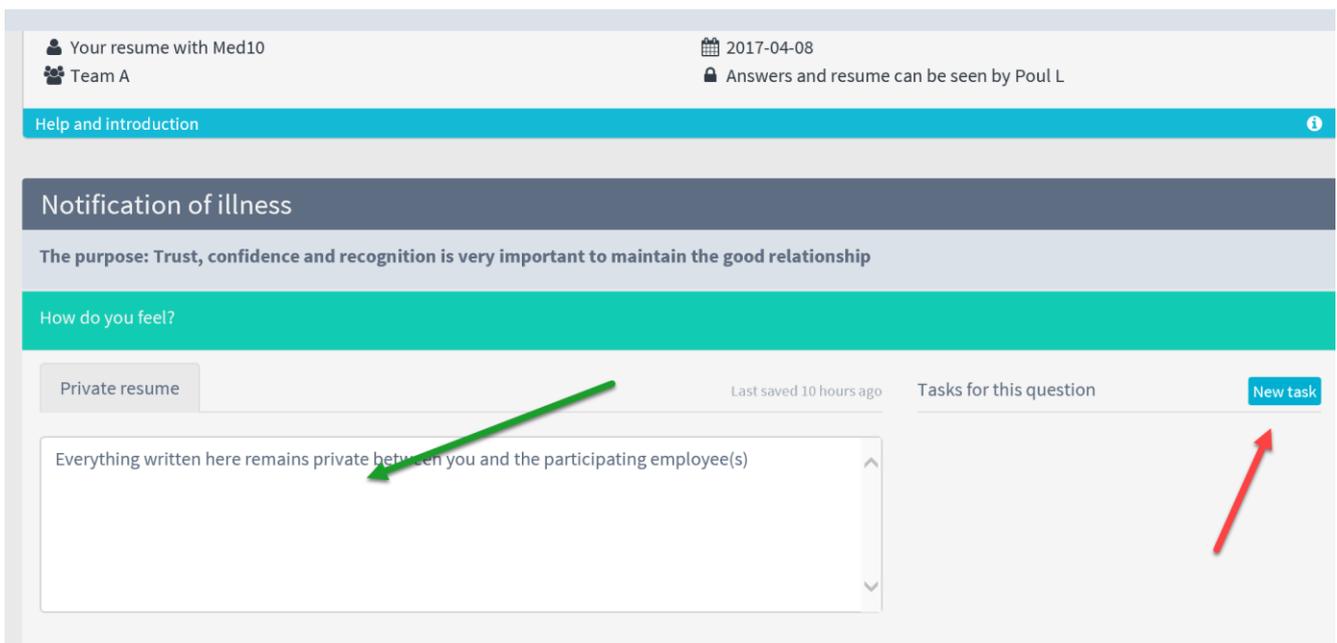
2. Creating a Sickness Absence: Click on 'Create New' and 'Sickness Absence'.



3. Search for the employee who is off sick.
4. The employee has been found. Select the employee by clicking the name. Then select the date for the first day of absence (red arrow) and finally click 'Report employee as sick' (red arrow). An e-mail has now been sent to the manager concerning the employee being sick.



5. The employee now appears in the part of the screen below 'Sick employees'. And a 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 som notes or tasks
6. 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).
7. 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
8. 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.



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

Is there anything we can do?

Private resume Last saved 10 hours ago

Everything written here remains private between you and the participating employee(s)

Tasks for this question New task

Description
I will call you on the next friday

Priority
Priority A

Due date
2017/04/14

Save

10. 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.

Med10 (musskematest+med10@gmail.com)
First sickday: March 05, 2017

Help and introduction i

Sick day 28 📄

Sick day 14 📄

Sick day 5 📄

Sick day 1 📄

Supplementary 📄

Help and introduction i

Fit for duty First sick day History

11. 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.
12. 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.
13. The employee can be reported fit for duty by clicking here.
14. The Sickness Absence Dialogue is now in your archive.