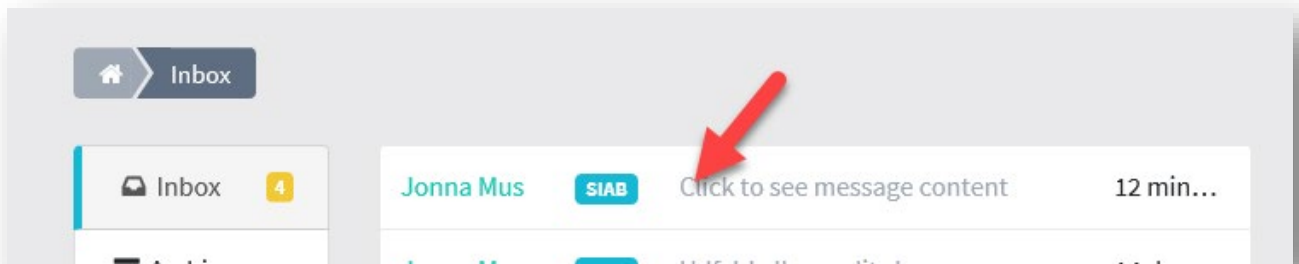
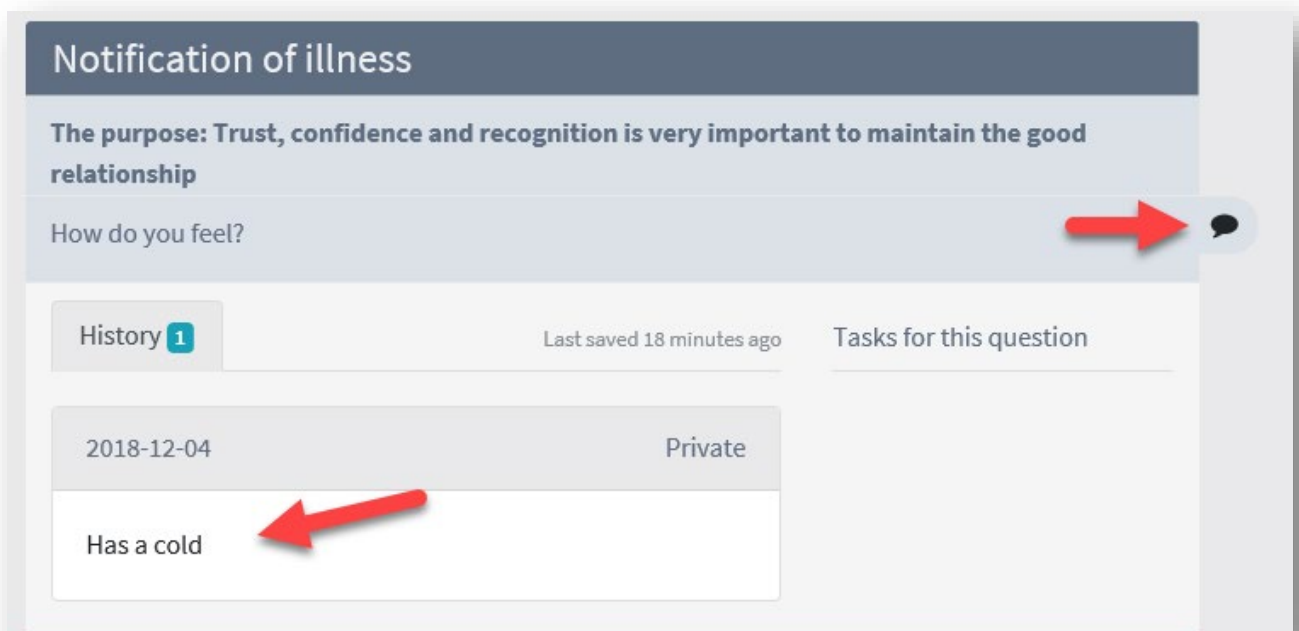


Employee access to own sick leave reports

1. When an email is received about a sickness absence report, you will receive the link in the mail on the login page. Here is sick leave. Click on it:



2. Then you are in the form. If there is a dark speech bubble (red arrow), it means that a note has been written under that question. Click on the speech bubble - and the note will appear:



3. If there is a **completed** sick leave, and it is not in the inbox, you must go to the archive under 'SIAB'. Click on the sick leave in question - and where the referral sheet is green, there is a completed report.

