

HOW DO I ENTER SICK LEAVE?

ENTRY DATE	LEAVE TYPE	START
Mon 20 Sep 2021	-select-	00:00
Tue 21 Sep 2021	-select-	
Wed 22 Sep 2021	-select-	
Thu 23 Sep 2021	-select-	
Fri 24 Sep 2021	-select-	
Sat 25 Sep 2021	-select-	
Sun 26 Sep 2021	-select-	

The 'LEAVE TYPE' dropdown menu is open, showing the following options: Annual Leave, Compassionate Leave, Downtime, EGT Course, EGT Time / No Charge, Jury Duty, Personal Leave, Public Holiday, RDO, TAFE / Training, Unpaid Leave, Work Cover, Work Cover - Light Duties, and -select-.

Sick leave = Personal leave

Scenario: apprentice was sick on Tuesday

- In the **LEAVE TYPE** field, select the 'personal leave' drop down option
- Sick leave hours must equal **7.6 hours**
- To ensure **7.6** is the calculation that appears in the HOURS field, enter a combination like this. **Start 07:00, End 15:00, Break 24, SAVE**

ENTRY DATE	LEAVE TYPE	START TIME	END TIME	BREAK MIN	BREAK MIN	NOTES FOR THIS ENTRY	HOURS
Tue 21 Sep 2021	Personal Leave	07:00	15:00	24	0	Sick leave	7.6

Attach your medical certificate by selecting **Upload files** at the bottom of the timesheet screen.

Upload Supporting Documents



Upload Files

Or drop files