Medical Certificates may now be attached to personal leave requests which are booked through HR Online.

Staff Member:

1. Go to the ‘Leave Bookings Request’ page.
2. Complete the first six fields on the page.
3. At the Attachment field, click the browse button to attach the medical certificate stored on your computer.
4. Select the reason ‘... with Medical Certificate’.
5. Click on the Insert button.

6. The leave request is now submitted with the medical certificate attached.

To view the certificate, click on the Attachment link.

7. Staff members may also view the medical certificate by clicking on:
   a) My Pending Requests button at the top of page.
   b) Record ID number under ‘Details’.
Supervisor:

NOTE: All personal leave requests with medical certificates must have the medical certificate sighted before approving the transaction.

1. To approve leave requests, click on the 'My Approvals' tab, then 'Approve Transactions'.

2. If the Staff Member has submitted a leave request '... with Medical Certificate', the Approval button will be greyed out and not enabled.

   Click on the Record ID number under 'Details'.

3. Where a staff member has attached a medical certificate to their leave request:
   Click on the Attachment Link to sight the Staff Member's medical certificate.

4. After sighting the online (or paper) medical certificate, change the Medical Certificate Sighted field to 'Yes'.

5. Change the Approval Status from 'Submitted' to 'Approved'.

6. Click on the Update button.

7. Once the leave is approved, the Supervisor can view the medical certificate at any time by clicking on:
   a) My Approvals tab.
   b) Approval History.
   c) Record ID number under 'Details'.